

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
June 11, 2008**

**I. Call to Order**

The meeting of the Winfield Public Library board of trustees was called to order at 7:31 p.m. by Carol Tenyak-O'Connor, board president.

**II. Pledge of Allegiance**

**III. Roll Call**

Present:	Absent:
Carol Tenyak-O'Connor	Karen Hannah
Cindy Keck	
Robert Brown	
Michael Belica	
Laura Slivinski	

Matthew Suddarth, library director

Also present: Ida Lee

**IV. Approval of Agenda**

Brown moved and Slivinski seconded the approval of the agenda. Ayes: all present

**V. Consent Agenda**

Keck moved and Belica seconded approval of the consent agenda. Ayes: all present, with Brown abstaining on minutes of the last meeting.

**VI. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. DLS is sponsoring a breakfast with the legislative candidates. A maximum of two from each library are invited to attend.
- B. Chase Bank sent a notice of a change in the naming of some of the library's accounts.
- C. A patron e-mailed in an accolade for Tressa Link.

**VII. Citizens to Speak**

Ida Lee informed the board the next Winfield Library Friends meeting is scheduled for Wednesday, August 6, 2008.

**VIII. Reports of the Standing Committees**

- A. Finance

The village board reviewed the building and maintenance at their June 5<sup>th</sup> meeting. They have asked Matthew Suddarth to attend the June 19<sup>th</sup> meeting to explain it further.

- B. Administration and Personnel  
No report.

#### **IX. Library Director's Report**

Suddarth handed out a flier recapping legislative news.

Suddarth asked that all trustees read the fliers from the Small Public Library Management Institute he recently attended.

The Community Reads program scheduled for fall is progressing, as is the project with Klein Creek Farm concerning reading *Tom Sawyer*.

#### **X. Old Business**

- A. Facility plan

Suddarth met with architect Matt Hichens and revised the plan layout. Hichens thinks that even if the meeting room becomes smaller under the new design, 70 children seated on the floor may still be allowed. There is no estimate yet of how long sections of the library may need to be closed during construction. Detail drawings need to be made first, then a time line can be developed. Concerns about spalling of the concrete on the current building appear to be largely cosmetic issues. Suddarth correct the drawings to reflect using the current gable roof on the west side of the building instead of replacing it as was drawn. Suddarth will forward revisions to the board when they are ready. Hichens asked about getting a signed contract.

- B. Board values statement

Suddarth mentioned that values was an issue that was discussed at the Small Public Library Management Institute. He suggested the board look to the current Long Range Plan and Mission Statement to see what values are implied there. Tenyak-O'Connor will ask DLS if any other boards in the system have a board values statement.

#### **XI. New Business**

- A. Appointment of new trustee to fill vacant position

Suddarth will post the opening and the invitation to the public to apply for the position at the circulation desk. Belica suggested also posting it on the public access cable channel. Suddarth will do that, and also send a press release to local newspapers. Applications will be due June 27. Tenyak-O'Connor and Belica will review applications, and make a recommendation to the board at the July meeting.

- B. Appointment of ethics officer/consideration of appointment for personnel committee

Belica volunteered to be Ethics Officer. Keck agreed to be on the Administration and Personnel committee until there is a full board seated. Committee assignments will be revisited at that time.

- C. Collection development policy

Suddarth suggested that under “Procedure for handling questioned or challenged materials,” it is more appropriate for staff to handle the first review. If the patron wants to pursue the issue further, it would then go to the board. Belica asked that the forms clearly state that the patron can appeal further than to just staff.

Suddarth will rewrite the policy with the proposed changes and present it at the July meeting.

**D. Circulation policy**

Discussion was held on whether or not patrons can check out materials with identification other than a library card. After six months, the card is considered lost and the patron is asked to pay for a replacement. The board agreed that “acceptable photo or other government issued ID” could be used for check out. Suddarth stated that the staff regularly waives the limits on number of items checked out, and questioned whether or not to keep the limit in the policy. Board agreed to leave the check out limit stated, so staff can have a reason to limit number of check outs if needed.

Board agreed to keep charging \$2.00 for stolen cards.

Brown moved approval of the Circulation Policy subject to discussed changes.

Belica seconded. Ayes: all present.

**E. Confidentiality policy**

No changes.

**F. Interlibrary loan policy**

Suddarth suggested removing unnecessary wording under Section III (Lending).

Brown moved approval subject to agreed upon changes. Belica seconded. Ayes: all present

**XII. Other Business**

Suddarth announced the audit would begin June 12.

**XIII. Adjournment**

Brown moved and Belica seconded adjournment at 8:25 p.m.