

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**June 10, 2009**

**I. Call to Order**

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:08 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

Present:	Absent:
Carol Tenyak-O'Connor	Laura Slivinski
Cindy Keck	Bob Brown
Denise Carlson	
Ida Lee	

Matthew Suddarth

**IV. Approval of Agenda**

Lee moved approval of the agenda; Carlson seconded. Ayes: all present.

**V. Library Walk Through**

Trustees and Suddarth filled out forms. Suddarth will compile the answerws and present at the next meeting.

**VI. Consent Agenda**

Keck moved approval, Lee seconded.  
Suddarth reported there are extra line items in the financial report by mistake. He has notified the accounting frim, and they will correct. Ayes: all present.

**VII. Communication and Correspondence**

Suddarth presented packet from Office of the Secretary of State regarding Illinois Public Library Per Capita and Equalization Aid Grant Requirements, and Board reviewed. Suddarth will forward web site where Board can review *Administrative Ready Reference*, and will add review requirements to upcoming agendas.

An advisory from Attorney Laura Hois was received regarding publishing legal notices in the local newspapers.

A notice from Mueller & Co., LLP, was received about the upcoming audit. They are scheduled to be on site June 15 and 16.

A letter from Johnson Wilbur Adams, Inc., Structural Engineering firm was received, concerning their inspection of the stairs on the east side of the building.

A letter from District 34 introducing the new Superintendent of Schools was received.

An advisory from Attorney Ritzman concerning FOIA was received. State Legislature has passed a new law since the advisory was written.

A notice from the DuPage County Clerk was received concerning the final calculations of the 2008 tax rates and extensions.

### **VIII. Citizens to Speak**

None.

### **IX. Reports of the Standing Committees**

A. Finance – no report

B. Administration and Personnel

Tenyak-O'Connor and Carlson are reviewing applications for the open Trustee position.

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

- Legislature has not yet passed a budget. Per Capita Grant money may be delayed.
- S.B. 189 regarding FOIA has passed both houses. In light of new rules, the ILA suggests either filling all FOIA requests promptly, or asking the Attorney General to arbitrate all requests.
- A record 74 people attended the May 28 adult program.
- Summer reading program has started. The ice cream social had a 23% in attendance over last year.
- A Dominican University library school student interviewed Suddarth for a class
- DLS Day was May 18. Suddarth attended a workshop about succession planning and a workshop about measuring return on investment.
- Other meetings attended this month include: Winfield Chamber of Commerce Lunch, LACONI officers meeting, ILA Public Policy Committee, DLS Public Library Administrators, and Winfield Village Board to introduce the building maintenance levy.

### **XI. Old Business**

A. Facility Plan Committee

Suddarth presented a list of Building Repair Priorities. Lee moved Suddarth be authorized to have the architectural firm prepare a list of the most urgent repairs, covering a cost of up to approximately \$50,000, and have the firm develop specifications and bid documents for the project. Carlson seconded. Ayes: all present.

B. Appointment of New Trustee

Deferred until July meeting.

C. Review Long Range Plan and Mission Statement

Reviewed and accepted without changes.

D. Notary Service

Consensus of Board was to not offer Notary service at the library.

## **XII. New Business**

### **A. Circulation Policy**

Reviewed with suggested changes. Suddarth will revise accordingly and present at July meeting.

### **B. Collection Development Policy**

Board will review the last two pages, and will discuss again in July. Suddarth will talk to ALA Office for Intellectual Freedom about suggested language for policy.

### **C. Confidentiality Policy**

Suddarth proposed that the policy include a form for law enforcement personnel to get information upon the promise of a forthcoming warrant. Suddarth will ask attorney Ritzman to add working about the promised time of bringing in the warrant. Board will discuss again in July.

### **D. Personnel Policy**

Reviewed. Suddarth will check with attorney Ritzman about wording concerning nepotism, in light of recent legislation, and in light of our more restrictive policy than the recommended working. Board will review again in July.

### **E. Good Old Days Parade**

Board agreed to walk in the parade, with Winfield Library Friends and hand out key chains.

### **F. Serving Our Public**

“System and ILLINET Membership Responsibilities” reviewed.

### **G. Trustee Training Video**

“Introduction” and “Membership: Taking it to the Streets” reviewed.

## **XIII. Other Business**

Keck will be out of town for the July meeting.

## **XIV. Adjournment**

Lee moved and Carlson seconded adjournment at 10:24 p.m.

Respectfully submitted,

Cindy L. Keck