

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

June 12, 2013, 7:30 p.m.

Winfield Park District

0N020 County Farm Rd., Winfield, IL 60190

**I. OPENING**

The meeting was called to order by President Tenyak-O'Connor at 7:30 PM

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Present: Tenyak-O'Connor, Shanahan, Brown, Vanco, Keck, Lee

Absent: Petitti

Also Present: Matthew Suddarth

**IV. APPROVAL OF AGENDA**

Lee moved approval of the agenda as presented; Keck seconded. Ayes: all present

**V. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE MAY 8, 2013 MEETING.

B. FINANCIAL REPORTS

Checks accounted to the previous fiscal year will be properly accounted during the audit

C. APPROVAL OF BILLS

The check to the West Chicago library is for items checked out by a Winfield card holder. Staff is working on reimbursement

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

**VI. COMMUNICATION AND CORRESPONDENCE**

A letter was received from the Village of Winfield announcing the hiring of a Lynn McCammon as the Finance Director.

An advisory from Attorney Ritzman regarding paying of prevailing wage to landscape workers was received. Regular landscape maintenance does not need prevailing wage, but new or special projects do.

An article from the Tribune about the value of libraries to mothers of young children was shared.

**VII. CITIZENS TO SPEAK: None**

**VIII. REPORTS OF STANDING COMMITTEES**

A. FINANCE

Audit will begin in a couple of weeks

B. ADMINISTRATION & PERSONNEL

Director's review has been completed

C. SYSTEM REPRESENTATIVE

Lee reported the state per capita grant is fully funded this year, and that RAILS has received a \$985,000 grant for e-books.

RAILS has received state permission to begin spending money beyond staffing and interlibrary loan, and will be looking for input on what are the most urgent needs. Staff and board training will be high on the list. RAILS is making it standard that all resource sharing has to be equitable among libraries. RAILS is working on consolidating catalogs from member libraries for ease of search by patrons. RAILS has received an offer on the Geneva building, and expects to be out of the building by early fall. Lee announced that Mary Peterson, a long-time West Chicago library trustee, has passed away, and Karen Odean, talking books staff person for RAILS, is retiring.

D. BUILDING & PROPERTY

**IX. LIBRARY DIRECTOR'S REPORT**

The building permit has been applied for, and requirements have been met. Permit is expected soon.

The governor has not signed the concealed permit legislation.

Internet Connection should be installed on Monday, June 17.

Suddarth reported on several meetings attended, including pre-bid walkthroughs, opening of concrete and asbestos removal bids, and presentation of the Building and Maintenance levy to the village board. He also attended a meeting of village governmental leaders in preparation for a village comprehensive plan.

**X. OLD BUSINESS**

**A. ELECTION OF OFFICERS**

Lee nominated Tenyak-O'Connor for president, and she accepted.  
Lee nominated Keck for secretary, and she accepted.  
Lee nominated Brown for treasurer, and he accepted.

**B. CONSIDERATION OF COMMITTEES**

The following persons were appointed to committees:

Administration and Personnel: Vanco, Shanahan

Ethics Officer: Tenyak-O'Connor

Building and Property: Vanco, Shanahan

System Representative: Lee

Special Projects: Shanahan, Lee

Finance: Brown

Long Range Plan: Shanahan, Vanco

**C. BYLAWS**

Lee moved acceptance of the By-Laws as presented, with editorial changes; Brown seconded. Ayes: all present

**XI. NEW BUSINESS**

**A. REVIEW AND ACCEPTANCE OF BID PROPOSALS**

**i. BID PROPOSAL FOR MOVING SERVICES IN RELATION TO BUILDING RENOVATION**

Keck moved to open the bid from Hallett movers; Lee seconded. Ayes: all present

Brown moved awarding the bid for moving to Hallett movers; Lee seconded. Ayes: all present

**ii. BID PROPOSAL FOR CONCRETE AND EXCAVATION**

Lee moved acceptance of the bid from Parkway for concrete work; Brown seconded. Ayes: all present

**iii. BID PROPOSAL FOR ASBESTOS ABATEMENT**

Brown moved awarding of the asbestos removal to Celtic; Shanahan seconded. Ayes: all present

**B. ANNUAL REPORT**

Reviewed and accepted

**C. APPOINTMENT OF NEW TRUSTEE**

Tenyak-O'Connor read a letter of resignation from Petitti, due to his move out of the area. His resignation was accepted with regret by the board. Suddarth will post the opening, and ask for letters from persons interested in serving be sent to Tenyak-O'Connor, who will give a report at the July meeting.

**D. CONSIDERATION OF POLICY REGARDING CONCEALED CARRY**

Postponed until legislation has been settled and interpreted.

**E. POLICIES**

**i. COLLECTION DEVELOPMENT**

No changes

**ii. CIRCULATION**

Lee moved adoption of the circulation policy as amended; Brown seconded. Ayes: all present

**iii. CONFIDENTIALITY**

No changes

**F. SERVING OUR PUBLIC: SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES**

Reviewed by all

**XII. OTHER BUSINESS**

Brown was sworn in as a Trustee on June 1, 2013, and Lee was sworn in as a Trustee on May 29, 2013, by Secretary Pro-Tem Shanahan.

Lee announced she will be moving out of the library area.

Suddarth asked the Special Projects committee to plan a Groundbreaking Ceremony, and to start thinking about an entry for the Good Old Days parade.

Suddarth will forward the SWOT survey to board members. Please complete and return to Shanahan by June 30.

The July meeting will begin at 7:00 PM, July 10, 2013, at Cadence Hospital.

**XIII. ADJOURNMENT:** The meeting was adjourned at 9:30 PM