

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 11, 2009**

**I. Call to Order**

The meeting of the Winfield Public Library board of Trustees was called to order at 7:38 PM.

**II. Pledge of Allegiance**

**III. Roll Call**

Present:

Carol Tenyak-O'Connor

Cindy Keck

Robert Brown

Ida Lee

Denise Carlson

Matthew Suddarth

Absent:

Laura Slivinski

Michael Belica

**IV. Approval of Agenda**

Lee Moved approval of agenda as presented, Carlson seconded. Ayes, all present.

**V. Consent Agenda**

Brown moved approval of consent agenda as presented, Lee seconded.

Suddarth reported the village has changed its procedure with NICOR. The library now will pay the monthly gas bill, and the village will reimburse the library quarterly. Now it is listed in the Building and Maintenance general fund, but will have its own line item listing next year.

Suddarth will break out the legal expenses into Library Accessibility Project fees and general legal fees from now on.

Ayes: all present

**VI. Communication and Correspondence**

A letter was received from Chapman and Cutler, LLP, concerning proper procedures for posting the upcoming referendum for the April 7, 2009 ballot.

A letter was received from the Secretary of State that a Per Capita Grant in the amount of \$10, 547.04 has been awarded to the Library.

A letter thanking the Library for their help at the District 34 "Escape to the Boardwalk" night was received.

An e-mail was received from a resident questioning the number of bathrooms in the LAP plans, and the future need for libraries as more information becomes available electronically.

An e-mail was received from a patron regarding the possible legislation that would require all children's items be tested for lead.

Several articles from the Daily Herald and one from the New York Times concerning library issues were shared.

The application form for applying for funds from the Central DuPage Hospital Community Chest Program was received.

A letter from a local library explaining their legal issues with a lap top computer that was checked out and not returned was shared.

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

**A. Finance**

Suddarth reported the tax monies paid in June and September 2009 should be 4/1% higher than last year. Rumor has it the tax increase for 2009 billing will be .01%, resulting in a lower amount of money the Library will receive next year than this year. Some libraries are with a 0% increase in next year's budget, cutting raises, etc. This Library has a financial cushion. There are bills going through the legislature that would put a tax cap on the amount tax income could fall, so if home values fall, the tax rates would go up and governmental bodies would still receive the same amount of money. Suddarth that every employee who works more than 1000 hours a year has to contribute to IMRF. The employee pays 4.5% of their salary, and the employer must pay a matching amount. There is a separate tax levy for the amount. The rate changes from year to year depending on how many local employees retire in a given year, with the new amount taking effect on January 1 of each year.

**B. Administration and Personnel**

Brown moved the Board adjourn to closed session to discuss library director's annual review (5 ILCS 120/2(c)(1)). Lee seconded. Ayes: all present

Board returned to open session at 8:30 PM.

Brown moved approval of Library Director's compensation as discussed in closed session. Lee seconded. Ayes: all present

**IX. Library Director's Report**

- The referendum committee will be posting updated Library Yes signs around town, and several committee members will go door-to door- to discuss the referendum with voters
- The downspout on the northeast corner of the building pulled away from the building due to ice build up. Roger's roofing has repaired it. Suddarth is discussing payment with the representative from the roofing company.
- A report about current legislation was attached. Please see library director's printed report for more details.
- The first program of the annual historical series was held Feb. 26, with 21 people in attendance. The next program will be March 26.
- Winfield Library Friends will provide the staff with breakfast on April 14 in honor of National Library Worker's Day, and the board will provide lunch on May 8 during the staff in-service day.

- The DLS technology meeting on Feb. 17 covered the use Radio Frequency Identification technology tracking materials
- The DLS Legislative Advocacy Committee met Feb. 18. They are planning an advocacy training program for fall.
- Suddarth attended the “Small Public Library Survival guide: Partnerships and Funding” on Feb. 24. The presentation covered how a small library in Pennsylvania used unorthodox methods to expand services to its patrons.
- The CDH Grant Committee met Feb. 24. Applications for the upcoming round of grants are due March 20, and presentation of projects will be March 26.
- Breakfast with Representative Franco Colodipietro march 2 at the Bloomingdale Public Library.
- Suddarth attended the ILA Public Policy committee meeting on March 2. Illinois Library Day in Springfield is April 22 and 23, and National Library day in Washington DC will be May 11 and 12.
- The Winfield Library Friends met March 4. The spring book sale will be March 19-21. Friends agreed to donate \$1,000 to the youth services summer reading program and \$500 to the young adult program. They will also be donating carabineer key chains to be handed out to patrons during National Library Week.
- DLS Public Library Administrators met March 5. There was discussion regarding levy increases for the upcoming fiscal year, and also the search for a new system director.
- Winfield chamber of commerce Board of Directors met March 10, and Good Old Days committee met March 10.
- Suddarth reported he has been asked to serve on the TIF District Joint Review Board at their annual meeting. They need a member from each local taxing body, plus a citizen. The Library does not get a representative as its budget is considered part of the village’s budget. Suddarth has been asked to serve as the citizen at large, so the Library would have a voice. After Board discussion, Suddarth was requested to check with the attorneys concerning legal issues that might arise, and make a decision after hearing what they advise.

**X. Old Business**

A. Facility Plan Committee

Referendum Committee met. Signs are going out around town, posters to be distributed to local businesses, urging citizens to vote YES. Committee members will be going door-to-door with information.

B. CDH Grant

The application is due March 20, and the presentation to the committee will be March 26. Suddarth will handle both. Will revise the numbers from \$75K to \$55K to more accurately reflect the cost of the elevator.

**XI. New Business**

A. Landscape Maintenance Contract

The proposed bid from Sitarz Landscape and Maintenance, Inc, was for the same amounts as last year. Keck moved acceptance of the bid as submitted. Carlson seconded. Ayes: all present

- B. Non-resident Library Card Resolution  
Brown moved acceptance of the resolution as presented to use the Tax Bill Method to determine the fee for a Non-Resident Library Card. Lee seconded. Ayes: all present.
- C. Personnel Policy  
Reviewed by Board, and no changes recommended.
- D. Family Leave Policy  
Reviewed by Board, and no changes recommended
- E. Harassment Policy  
Reviewed by Board, and no changes recommended
- F. Drug and Alcohol Free Library Policy  
Reviewed by Board, and no changes recommended
- G. Serving Our Public – Programming  
Reviewed by board.

**XII. Other Business**

Lee reported on an ILA Trustee Training meeting she attended. She brought back a recommendation to look at signage to assure the signs are inviting. Board will look at this issue in conjunction with the building changes. She also recommended the Library have an entry in Wikipedia. She found the presentation interesting, and encouraged other Board members to take advantage of such training opportunities.

Keck asked the Board to consider having one of the staff members be a Notary. Board consensus was that Board would welcome a new employee who was already a Notary, but would not request any current employees become one.

**XIII. Adjournment**

9:45 p.m.

Respectfully submitted,

Cindy L. Keck