

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**MARCH 10, 2010**  
7:30 p.m.

**I. OPENING**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

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

Also present: Matthew Suddarth, Library Director; Gail Johnson, Pam Parr

**IV. APPROVAL OF AGENDA**

Lee moved approval of the agenda, with the change of moving Long Range Plan (X-A.) forward to after Consent Agenda. Petitti seconded. Ayes: all present

**V. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE FEBRUARY 10, 2009 MEETING

B. FINANCIAL REPORT

C. APPROVAL OF BILLS

Keck moved approval of the consent agenda as presented. Brown seconded. Ayes: all present.

**X. Old Business**

A. Long Range Plan

Gail Johnson and Pam Parr gave a presentation about their plan for helping the Board of Trustees establish a new Long Range Plan. It would include looking at where the Library is in terms of operations now, where the Board would like to see the Library in the future, and the steps needed to get there. They propose holding several focus group meetings open to the public, to listen to ideas citizens have about the future of the Library. One focus group would be for staff only, held on the May staff in-service day. Others would be scheduled for a morning, an evening, and a Saturday. Invitations would be through letters to the editor, notices in public places, and by invitation to local groups and individuals. Board members would not attend focus group meetings. The first step is to formulate questions the Board would like answered. Board members are to reply to Suddarth by March 17 as to what they would like to know from the public.

**VI. COMMUNICATION AND CORRESPONDENCE**

DLS Board is accepting nominations for Friends of the Library award and other awards.

Roselle Public Library is holding an open house to welcome a new director.

Notice was received that DLS and North Suburban Library System are meeting to explore new cooperative ventures.

Notice was received from DLS outlining the cuts in services, and the retirement of Pamela Kramer.

An article was given from the *TribLocal* about the referendum, and one from the *Daily Herald* about the Village of Winfield's proposed tax hikes and bond issue to raise money to repair roads.

An article suggesting libraries acquire books through donation rather than through purchase was presented.

Several articles from the internet and local newspapers concerning Illinois budget shortfalls and its effect on libraries were presented.

A notice that the USA PATRIOT ACT has been extended was presented.

## **VII. CITIZENS TO SPEAK**

None.

## **VIII. REPORTS OF STANDING COMMITTEES**

### **A. FINANCE**

### **B. ADMINISTRATION AND PERSONNEL – CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S ANNUAL REVIEW (5 ILC S 120/2(c)(1))**

Lee moved going to closed session to discuss the director's evaluation. Vanco seconded. Tenyak-O'Connor: yes, Petitti: yes, Lee: yes, Brown: yes, Vanco: yes, Keck: yes

Meeting moved to closed session at 8:42 p.m.

Meeting returned to open session at 9:01 p.m.

### **C. SYSTEM REPRESENTATIVE**

Ida Lee reported that this was covered in Communication and Correspondence.

## **IX. LIBRARY DIRECTOR'S REPORT**

West Town Refrigeration offered a maintenance agreement, and said they thought the furnace was heating when the fan wasn't blowing. Suddarth will check with Matt Hichens about the situation.

One of the globes on a light in the youth services area shattered. Suddarth will check on getting plastic globes as replacements.

Suddarth will look into hiring a maintenance person.

Various legislation in the Illinois government was discussed.

Suddarth has completed FOIA and OMA training.

Carol Sturz of COD LTA program visited.

Patron Management software has been installed.

Suddarth reported on various meetings he attended. (See directors report)

LACONI Trustee dinner will be at Cantigny in May

## **X. OLD BUSINESS**

### **A. LONG RANGE PLAN (previously in meeting)**

### **B. FACILITY PLAN COMMITTEE – UPDATE ON BID PROCESS FOR EAST WALL RENOVATIONS**

Announcement of bids will be in the Daily Herald week of March 15-19. Bid packets available March 17 at the library. Pre-bid meeting for contractors March 24 at 3:30 PM. Opening and reading of bids April 7, 3:30 PM. Board will discuss awarding of bid at April board meeting. Construction should start near the end of May

**C. DISTRICT LIBRARY INFORMATION**

Steps and options for becoming a library district were presented and discussed. Roger Ritzman will be at the April board meeting to answer questions.

**XI. NEW BUSINESS**

A. CLOSED SESSION TO DISCUSS APPOINTMENT OF NEW TRUSTEE (5 ILCS 120/2(c)(3)): tabled until April meeting

**B. NON-RESIDENT CARD RESOLUTION**

Brown moved the tax bill method be used to calculate fees for non-resident cards for taxpayers, and the 15% of monthly rent method be used to calculate the fees for renters. Keck seconded. Ayes: all present.

**C. LIMRiCC BOARD ELECTION**

Lee moved Suddarth be appointed to vote on behalf of the Winfield Library. Brown seconded. Ayes: all present

**D. POLICIES**

i. PERSONNEL POLICY: no change

ii. FAMILY LEAVE POLICY: no change

iii. HARASSMENT POLICY: no change

iv. DRUG AND ALCOHOL FREE WORKPLACE POLICY: no change

v. CIRCULATION POLICY: wording was changed to reflect a broader range of electronic media and software equipment, and to add checking out cloth bags.

Brown moved approval of the circulation policy as amended and edited. Lee seconded. Ayes: all present

**E. LANDSCAPING CONTRACT**

Acceptance of bid was postponed pending addition of prevailing wage language to contract, and to discussion with the company about repair of damage during snow removal

**F. PAINTING DONATION**

With thanks to the donor, the Board declined to accept the donation of a painting, due to disruption in the building during upcoming work.

**G. *SERVING OUR PUBLIC* – PROGRAMMING – reviewed by all**

**H. TRUSTEE TRAINING VIDEO – “SELF ASSESSMENT: DON’T WORRY, BE HAPPY” – reviewed by all**

**XII. OTHER BUSINESS**

Suddarth is looking into e-mail storage options

Mark Erikson, owner of the building next to the north end of the parking lot, offered to rent space to the library. Board declined at this time.

**XIII. ADJOURNMENT**

Brown moved and Vanco seconded adjournment at 10:38 p.m.

Respectfully submitted,

Cindy L. Keck, secretary