

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

May 11, 2011

7:30 p.m.

**I. OPENING**

The meeting was called to order by President Tenyak-O'Connor at 7:31 PM

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL:** Present: Tenyak-O'Connor, Lee, Petitti, Keck, Vanco, Shanahan

Absent: Brown

Also Present: Matthew Suddarth, Anne Mareachen, Keira O'Connor

**IV. APPROVAL OF AGENDA**

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

Suddarth suggested moving items 12 A, B, C, D to after item 6. Lee amended the motion, and Petitti agreed. Ayes: all present

**V. BUILDING PLAN**

Addressed under item 9 D ii, with building project

**VI. CONSENT AGENDA**

**A. APPROVAL OF MINUTES OF THE APRIL 13, 2011 MEETING**

**B. FINANCIAL REPORTS**

Suddarth noted this months report is the end of the fiscal year, and all is in order.

**C. APPROVAL OF BILLS**

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

**XII. NEW BUSINESS**

**A. SWEARING IN OF NEW TRUSTEES**

Village Clerk Anne Mareachen swore in elected Trustees Tenyak-O'Connor, Shanahan, Petitti and Keck. Vanco relinquished her seat on the Board.

**B. ELECTION OF OFFICERS**

After discussion, Lee nominated Tenyak-O'Connor for President, Brown as Treasurer, and Keck as Secretary for the next twelve months; Petitti seconded. Ayes: all present

**C. CONSIDERATION OF COMMITTEES**

After discussion Keck moved the committee assignments for the next twelve months be:

Finance: Bob Brown, Administration and Personnel: Petitti, Ethics Officer: Tenyak-O'Connor, Committee on Building and Property, which includes Long Range Plan: Shanahan, Library System Representative: Lee. Petitti seconded. Ayes: all present

**D. BOARD MEETING CALENDAR**

Lee moved the board meeting calendar for May 2011 through April 2012 be adopted as presented; Shanahan seconded. Ayes: all present

Tenyak-O'Connor left, and Keck, as senior officer present, too over as President Pro-Tem.

**VII. COMMUNICATION AND CORRESPONDENCE**

Suddarth presented a letter sent from the public library administrators group to the current DLS board, asking for consideration of an Advisory group to the new RAILS system consistent with practices in member systems, and the establishment of a liaison with the new RAILS system transition board.

Amazon will begin library lending for Kindle books, and Barnes and Noble announced upgrades to Nook Color to compete with Tablets.

Two articles about libraries and digital information were presented.

Suddarth presented an article from the Winfield Post about a recent village board meeting where a new Village Trustee moved to separate the library's budget from the Village budget, to be considered separately. The motion died from lack of a second, and both budgets were passed by the Board. Suddarth will request time at a future Village Board meeting to discuss the relationship between the library and the village.

A notice as been received from Dominican University of an upcoming Trustee training day, but information is incomplete. Suddarth will forward more information as it arrives.

## **VIII. CITIZENS TO SPEAK**

None

## **IX. REPORTS OF STANDING COMMITTEES**

### **A. FINANCE**

#### **i. WORKING BUDGET**

After discussion and explanation from Suddarth, Keck moved acceptance of the Fiscal year 2011-12 budget and levy extensions as presented; Lee seconded. Ayes: all present

#### **ii. BUILDING & MAINTENANCE LEVY**

Lee moved acceptance of Resolution L 11-02 for Building and Maintenance Levy as presented; Petitti seconded. Ayes: all present

### **B. ADMINISTRATION & PERSONNEL**

The opening for a Board Trustee position is posted, and letters of inquiry are welcomed until May 23, 2011. The committee will interview interested persons, and report at the June meeting.

### **C. SYSTEM REPRESENTATIVE**

No report. The last meeting of the DLS board is scheduled for June

### **D. BUILDING & PROPERTY**

#### **i. EAST WALL PROJECT**

R. Carlson and Sons will finish repainting the stairs, refinishing the rusting railing, and adjusting one outside door.

#### **ii. BUILDING PROJECT**

Suddarth presented elevation drawings of the north wall including an elevator, and floorplan drawings of the upper and lower levels interior north walls including an elevator. Newman Architecture are working on pricing out adding the elevator pit with a cover, or a complete pit and elevator, to the prices they presented at an earlier meeting.

#### **iii. LANDSCAPING**

The Going Green Committee has agreed to change the outside flower beds to low-maintenance plants gradually. This year the bed under the sign on the south side will be planted with native plantings, and a sign will be posted directing interested people to ask at the front desk for information about native plants. Swamp irises will be planted in the wet area north of the parking lot, and donated perennials will be planted in the island in the parking lot. Other beds will be switched out to low-maintenance plants over the next years. After the stairs are painted, Suddarth will install pavers as needed to accommodate two book drops, and landscape around that area.

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

The outside switch for the meeting room door has been fixed. Suddarth will ask the repair person to install a similar lock on the west door, to eliminate the need for turning it on and off with a stick.

HB 177 regarding the destruction of paper library card applications has passed the house. All other legislation is unchanged in status.

The library has been approved for the grant application from CDH Community Chest fund.

Staff evaluations are finished.

Suddarth reported on several meetings attended.

Children's circulation was up 25% in April, YA up 51%, and adult circulation is up 8% from last year.

## **XI. OLD BUSINESS**

### **A. LONG RANGE PLAN**

Shanahan and Suddarth attended a presentation of 18 proposals for a new logo design at the College of DuPage graphics arts class. After discussion with Vanco, one design was chosen for recommendation. Shanahan presented the new designs, with examples of how they could be used for different purposes and on different materials. Ayes: all present.

The Board asked Shanahan to invite the designer to a Board meeting to receive thanks, and to the unveiling of the new logo on August 3, 2011, at the celebration for the end of Summer Reading program.

### **B. GENERAL POLICY**

As per discussion in April 2011, a reference was added to the General Policy, cross referencing the Drug and Alcohol Free Library Policy. Lee moved approval as presented; Petitti seconded. Ayes: all present

### **C. TABLE IN SMALL MEETING ROOM**

Arrangements to donate the table are in progress.

## **XII. NEW BUSINESS**

### **E. MISSION STATEMENT**

The mission statement was approved unchanged, by consensus.

- F. CLOSED SESSION FOR DISCUSSION OF THE APPOINTMENT OF NEW TRUSTEE TO FILL VACANT POSITION (5 ILCS 120/2(C)(3))  
Postponed until June 2011 meeting
- G. CLOSED SESSION TO REVIEW MINUTES OF CLOSED SESSIONS (5 ILCS 120/2(C)(21))  
Petitti moved the Board go to closed session for the purpose of reviewing minutes of closed sessions; Shanahan seconded. Shanahan: yes, Lee: yes, Petitti: yes, Keck: yes. The Board convened in closed session at 8:50 PM.  
The Board returned to open session at 9:02 PM. Lee moved that the meeting of the closed session of Dec. 9, 2009 be opened, and that the remainder of the minutes of closed sessions remain closed; Shanahan seconded. Ayes: all present
- H. ANNUAL REPORT  
Suddarth presented and explained the annual report that is due to the State Library following the end of the fiscal year. Board commended Suddarth and the staff on an excellent year, and encouraged the statistics on circulation be posted on the web site and Facebook page for the public to see. Lee moved acceptance of the report as presented; Petitti seconded. Ayes: all present
- I. SERVING OUR PUBLIC – COLLECTION MANAGEMENT AND RESOURCE SHARING  
Reviewed by all

**XIII. OTHER BUSINESS**

A survey from the census bureau has been received. Suddarth has completed it. Suddarth will open discussions with CDH regarding how we can serve their population, and how the two bodies can help each other.

**XIV. ADJOURNMENT**

Petitti moved adjournment and Shanahan seconded at 9:40 PM

Respectfully Submitted

Cindy L Keck, Secretary