

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
0S291 Winfield Rd., Winfield, IL 60190
May 9, 2012, 7:30 p.m.

I. OPENING

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor, Shanahan, Keck, Petitti, Lee

Absent: Vanco, Brown

Also Present: Matthew Suddarth, Julie Nowack

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE APRIL 11, 2012 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

VI. COMMUNICATION AND CORRESPONDENCE

A notice was received from Winfield Community Bank about a revised fee schedule. None of the changes will affect our accounts or transactions.

An anonymous letter from a patron was received, regarding the use of computers by non-residents. The issue cannot be addressed since the comment was made anonymously.

An article about the Cicero library trustees receiving health care from the city was handed out.

An article about the Naperville library board president accused of embezzling fund from a homeowners association was shared.

Articles about Naperville library offering eReaders for loan, an article about digital books, and a comparison of reference librarians and Google searches were shared.

A copy of the 2012 Census of Governments survey of Public Employment & Payroll that has been filed was shared.

VII. CITIZENS TO SPEAK

Julie Nowack, recently elected as President of the Friends of the Library, was introduced. She asked about the policy of limiting time on the public computers. The library already has a policy of a 30-minute limit, if others are waiting for a computer. The electronic sign-in system makes enforcement of this policy reasonable.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

i. WORKING BUDGET

Suddarth explained the final numbers of the proposed budget.

Keck moved approval of the Fiscal year 2012-2013 budget and levy extensions as presented; Petitti seconded. Ayes: all present

ii. BUILDING & MAINTENANCE LEVY

The Building and Maintenance Levy must be approved by the Village Board in time to allow for a back-door referendum. The proposed levy of .02% is the same as in past years.

Lee moved approval of Resolution L-11-02 as presented; Petitti seconded. Ayes: all present

B. ADMINISTRATION & PERSONNEL

Vanco and Petitti met with Suddarth and completed his annual review. Petitti will explore different tools for evaluation from other libraries that may be considered for use in the future.

C. SYSTEM REPRESENTATIVE

Lee reported on two meetings recently attended, including which buildings are going to be sold, which ones moved to other locations, and which ones left operating as is. A logistics consultant is working with RAILS on streamlining the delivery system, and on a new labeling system for interlibrary loans.

D. BUILDING & PROPERTY – BUILDING PROJECT

The latest revised elevations and floor plans as sent with the State Library grant application were shared. Security concerns

were discussed, and no changes were recommended at this time. A wireless gate counter will be installed with the renovation, which will help with compiling statistics about usage.

IX. LIBRARY DIRECTOR'S REPORT

Suddarth reported the construction grant application has been sent, and an electrical engineer has visited the building to preview renovation needs

Any bills of concern at the legislature are still in committee.

The library has received books and a tablet computer from an Illinois State Library grant.

Adult programs have been well attended.

The staff has chosen Auto Graphics for a new cataloging system.

Suddarth reported the village board approved the budget for the new fiscal year.

Lee and Suddarth attended the LACONI Trustee banquet.

Suddarth and Lee met with a group of village leaders and a PADS staff person to discuss possible issues with a homeless shelter opening in Winfield for the summer.

The Historical Society was presented with the "Train Town USA" award from the UP at a village board meeting.

X. OLD BUSINESS

A. LONG RANGE PLAN UPDATE

Auto-graphics has been chosen for the new cataloging system, and Suddarth will move ahead with implementation. A T-3 data line may be needed to make services run efficiently.

B. ACCOUNTING CONTRACT

Lee moved the board accept the three-year contract bid from Lauterbach & Amen for accounting services; Petitti seconded. Ayes: all present

C. ELECTION OF OFFICERS

By consensus the following slate of officers was proposed:

President: Carol Tenyak-O'Connor

Treasurer: Bob Brown

Secretary: Cindy Keck

Lee moved acceptance of the slate as presented; Petitti seconded. Ayes: all present

D. CONSIDERATION OF COMMITTEES

The following is the list of committees and members for the upcoming year:

Finance: Bob Brown

Administration and Personnel: Mary Vanco, Robert Petitti

Ethics Officer: Carol Tenyak-O'Connor

Committee and Building and Property: Mary Vanco, Mike Shanahan

Library System Representative: Ida Lee

Committee on Special Projects (Good Old Days parade); Mike Shanahan, Ida Lee

Long Range Plan: Mike Shanahan

XI. NEW BUSINESS

A. LONG RANGE PLAN/MISSION STATEMENT--Reviewed by all. No changes

B. CLOSED SESSION TO REVIEW MINUTES OF CLOSED SESSIONS (ILCS 120/2 (c) 21)

At Keck's request, item 11 B was tabled until the June 2012 meeting

C. ILLINOIS PUBLIC LIBRARY ANNUAL REPORT

Suddarth reviewed the annual report as it will be submitted to the State Library. With the law now giving 60 days after the end of the fiscal year to get the report filed, it will be presented and reviewed at the June meetings from now on.

Tenyak-O'Connor left the meeting at 9:28 PM. Keck was named president pro-tem.

D. SERVING OUR PUBLIC: COLLECTION MANAGEMENT AND RESOURCE SHARING--Reviewed

XII. OTHER BUSINESS

Keck will adjust the flowers under the Sunnyside street sign keep the flowers from covering the sign. The swamp iris are adding benefits to the north edge of the parking lot.

Keck and Petitti will organize a brunch for the May 25 in-service.

XIII. ADJOURNMENT

The meeting was adjourned at 9:40 PM.