

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

May 8, 2013, 7:30 p.m.

Central DuPage Hospital, BT Conf. Rm. 1  
25 N Winfield Rd., Winfield, IL 60190

**I. OPENING** The meeting was called to order by President Tenyak-O'Connor at 7:35 PM

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

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

Absent: Lee, Brown, Petitti

Also Present: Matthew Suddarth

**IV. APPROVAL OF AGENDA**

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

**V. SWEARING IN OF NEW TRUSTEES**

Keck moved Mike Shanahan be appointed Secretary Pro Tem; Vanco seconded. Ayes: all present

Vanco and Keck were sworn in as Trustees by Secretary Pro Tem Shanahan

**VI. CONSENT AGENDA**

A. APPROVAL OF MINUTES OF THE APRIL 10, 2013 AND APRIL 24, 2013 MEETINGS

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

**VII. COMMUNICATION AND CORRESPONDENCE**

A memo from Attorney concerning the Open Meetings Act requirements for elected officials was received. It is his advice that re-elected Trustees do not need to take the Open Meetings Act training again.

Julie Nowack, President of the Friends of the Library, shared an article from the Friend's magazine regarding how to handle business during a construction project.

**VIII. CITIZENS TO SPEAK**

**IX. REPORTS OF STANDING COMMITTEES**

A. FINANCE

i. WORKING BUDGET

Suddarth presented the final draft of the working budget, and explained the changes from the past year. Keck moved approval of the Working Budget as presented; Vanco seconded. Ayes: all present

ii. BUILDING & MAINTENANCE LEVY

Keck moved approval of Resolution L 13-03, the Building and Maintenance Levy; Shanahan seconded. Ayes: all present

A letter was received from Mueller and Co., LLP concerning preparation for the upcoming audit.

B. ADMINISTRATION & PERSONNEL

Vanco and Tenyak-O'Connor will meet with Suddarth May 13 to discuss his annual review

C. SYSTEM REPRESENTATIVE

Notice of the RAILS board elections were not received in enough time for some public library boards to have a meeting to authorize a person to vote on their behalf, so some libraries, including Winfield, did not have the opportunity to vote in this year's election. Suddarth registered his protest with the RAILS board and discussion groups.

D. BUILDING & PROPERTY--discussed under items 12.D and E

**X. LIBRARY DIRECTOR'S REPORT**

The library parking lot flooded during the recent storms, but the building stayed dry except for some seepage under one east side door. Suddarth will work on remedying the situation.

ILA is opposing all of the pension reform bills currently in the legislature. Changes would not affect current employees, but might affect future participants in IMRF. ILA is also opposed to HB 89 and HB 3041, both of which would reduce the local property tax revenue to local governments in tax capped areas where the assessed valuation has declined.

Nook readers are now ready for checkout.

AT&T has an estimated completion date of June 19, 2013, to run the new internet connection.

Staff evaluations are mostly done.

Suddarth reported on various meetings he attended.

Circulations stats are down 7% from last year, but are still one of the top 5 years for circulation.

**XI. OLD BUSINESS**

A. ELECTION OF OFFICERS postponed until June meeting

B. CONSIDERATION OF COMMITTEES postponed until June meeting

C. LONG RANGE PLAN UPDATE

The Long Range Plan was reviewed, and all the major goals have been met. Plans will be made to create a new long-range plan.

**XII. NEW BUSINESS**

A. NON-RESIDENT CARD RESOLUTION

Keck moved approval of Resolution L-13-04, to use the "Tax-Bill Method" to determine the fee charged for a non-resident card; Vanco seconded. Ayes: all present

B. MISSION STATEMENT

Reviewed, no changes recommended

C. BY-LAWS

Reviewed, changes recommended. Suddarth will return a revision to next meeting for review.

D. APPROVAL TO HAVE MAZUR AND SON CONSTRUCTION RE-BID CONCRETE WORK

Keck moved having Mazur and Sons rebid the concrete work in light of revised drawings; Vanco seconded. Ayes: all present

E. APPROVAL TO HAVE MAZUR AND SON CONSTRUCTION BID FOR ASBESTOS ABATEMENT WORK

Vanco moved having Mazur and Sons bid for asbestos removal work; Shanahan seconded. Ayes: all present

F. REVIEW OF FISCAL YEAR 2014 PER CAPITA GRANT REQUIREMENTS

Reviewed by all. Board is asked to do a SWOT assessment. Shanahan will e-mail out the recommended survey to staff and Board members. All are asked to return the document electronically to Shanahan, or by paper in his Board folder, by June 15. Shanahan will organize the responses and give a summary at 7:00 PM July 10, the night of the regular Board meeting.

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

Board agreed by consensus to keep the meeting open. New minutes were read aloud, and the Board agreed by consensus to keep closed all minutes of closed sessions.

H. SERVING OUR PUBLIC: PUBLIC SERVICES – COLLECTION MANAGEMENT & RESOURCE SHARING

Reviewed by all

**XIII. OTHER BUSINESS**

Staff is scheduled for an in-service meeting May 24, 2013. Tenyak-O'Connor will plan a luncheon and ask Board members to help with contributing and serving.

The next Board meeting will be held at the Beggs Center at the Winfield Park District, June 12, 2013.

**XIV. ADJOURNMENT**

The meeting was adjourned at 9:10 PM