

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 14, 2007

I. Call to Order

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:40 p.m. by Carol Tenyak-O'Connor, board president.

II. Roll Call

Present:	Absent:
Carol Tenyak-O'Connor	None
Linda McNamara	
Cindy Keck	
Karen Hannah	
Laura Slivinski	
Robert Brown	
Michael Belica	

Matthew Suddarth, Library Director

Also present: Ida Lee

III. Approval of Agenda

The financials were withdrawn for a question at Karen's request. Linda abstained from voting on approval of the September minutes as she was not present at that meeting. For the same reason, Robert abstained from voting on approval of the October minutes. With the exception of the above, on a motion made and seconded, the trustees unanimously approved the revised agenda.

IV. Consent Agenda

There was discussion of the budget appearing too low because we anticipate (without budgeting) donations that have been consistent over time. It was agreed that reimbursements of accounts through donations can be tracked by creating line items for them. Karen cleared the financials for approval and on a motion made and seconded, the trustees then approved the consent agenda, subject to audit.

V. Communication and Correspondence

Matthew Suddarth reported the following:

- A. The library has received an invitation to the retirement of Jeanne Hintz, Director of the Geneva Public Library.
- B. A schedule of important dates regarding the levy and budget process from the Library's attorney, Roger Ritzman.
- C. The Library received a letter from Gary King, DuPage County Clerk, regarding the possibility that tax disbursements for the 2007 tax year may be late. He is encouraging taxing bodies to ask the state legislature to allow the county to pass a cigarette tax in order to restore lost funding.

- D. Mueller & Co. sent a letter explaining that because of new rules, the annual audit may take longer and cost more next year.
- E. There were several articles regarding library related issues.

VI. Citizens to Speak

Ida Lee encouraged trustees to become members of the Winfield Library Friends.

VII. Reports of the Standing Committees

- A. Finance
No report.
- B. Administration & Personnel
No report.

VIII. Library Director's Report

Matthew Suddarth reported the following:

- A. The parking lot has be sealcoated and striped. Repairs of the lower level door switch and intercom are nearly complete. Nuccia has made improvements in the Youth Services area with additional display and shelving for books, videos, and magazines. The staff room renovation is scheduled for early December.
- B. Various legislative issues were summarized.
- C. Various meetings attended were summarized.

IX. Old Business

- A. Library walk through – four of the seven forms have been completed.
- B. Facility Planning Committee – The committee presented a list of nine priorities for the building. WiFi capability was added to the list. Discussion continued regarding the need for a building consultant in order to qualify for a grant from the Illinois State Library. The board agreed to continue using Fred Schlipf as the library's consultant provided that his fees are no more than one-half what we paid for the building program previously. On a motion made and seconded, the board unanimously voted to authorize Matthew Suddarth to negotiate with Dr. Schlipf for a revised program with a fee not to exceed one-half the cost of the initial program. Matthew Suddarth informed the board that the grant from the State Library requires that the project be ready to be bid. It was stressed that this project is not a building project, but rather an accessibility project. Discussion continued regarding the selection of an architect. On a motion made and seconded, the trustees voted unanimously to defer to the committee to engage an architect.
- C. Board Values Statement – the trustees agreed to allow Linda McNamara develop this.

X. New Business

- A. Snow plowing contract – On a motion made and seconded, the trustees unanimously approved the contract as presented.
- B. Search Warrant Policy – Matthew Suddarth has discussed the change in the law with Frank Bellisario, Winfield's Chief of Police. Chief Bellisario was very cooperative and asked for a copy of the policy when it is final. Carol Tenyak-

O'Connor recommended changes to the policy as presented. On a motion made and seconded, the trustees unanimously approved the policy with the changes. Matthew Suddarth will present a revised copy to the trustees at the December meeting.

- C. Unsupervised Children in the Library Policy – On a motion made and seconded, the trustees unanimously approved the policy, subject to changes discussed. Matthew Suddarth will present a copy of the changes at the December meeting.
- D. Friends of the Library policy – The board reviewed the policy and made no changes.
- E. Volunteer Policy – The board reviewed the policy and made no changes.
- F. Review minutes of closed sessions – On a motion made and seconded, the trustees unanimously voted that the minutes should remain closed.
- G. The board reviewed the chapter titled, “Access” in *Serving our Public: Standards for Illinois Libraries*.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:30 p.m. The next meeting of the board is scheduled for Wednesday, December 12, 2007 at 7:30 p.m.

Respectfully submitted,
Laura Slivinski, Secretary