

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

November 11, 2009

I. OPENING

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Carol Tenyak-O'Connor, Denise Carlson, Ida Lee, Cindy Keck

Absent: Bob Brown

Also Present: Matthew Suddarth, Robert Petitti, Christine Petitti, Rich Bysina

IV. APPROVAL OF AGENDA

Lee moved acceptance of agenda as presented. Carlson seconded. Ayes: all present

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE OCTOBER 14, 2009 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Brown arrived

Carlson moved acceptance of consent agenda as presented. Keck seconded. Suddarth noted one bill had been listed under the incorrect line item by the accounting firm. He has corrected it with them.

Ayes: all present

VI. COMMUNICATION AND CORRESPONDENCE

An article was shared from the Wheaton Sun featuring DLS board president Su Erickson at the Legislative Breakfast at DLS in October.

An article about the Patriot Act and gag orders involving an ISP was presented.

An e-mail from a Winfield resident expressing support for the Craft Show was received

A letter to the editor of the Daily Herald from DLS board president regarding restoring library funding

A letter from the Village of Winfield attorney about the TIF district was received

State Representative Sandra Pihos replied to a letter from Suddarth, expressing her support of library funding.

An article about the Rockford Public library's IMRF monies being held by the city and not disbursed to the library was presented.

The Ehlers and Associates newsletter is available for viewing at the library

Attorney Ritzman's law firm announced it is 50 years old

VII. CITIZENS TO SPEAK

Rich Bysina expressed thanks for the monthly articles for the Chamber of Commerce's newsletter

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE : No report

B. ADMINISTRATION AND PERSONNEL

i. CLOSED SESSION TO DISCUSS APPOINTMENT OF NEW TRUSTEE (5 ILCS 120/2(c)(3))

ii. APPOINTMENT OF NEW TRUSTEE

iii. CLOSED SESSION TO DISCUSS LIBRARY DIRECTOR'S REVIEW (5 ILCS 120/2(C)(1))

The Board chose not to go to closed session to discuss the listed topics.

Carlson moved that Robert Petitti be appointed to fill the Board seat left open after the last election. Brown seconded. Ayes: all present. Robert Petitti was sworn in by Secretary Keck

Keck reported to the Board comments offered following his review meeting. On behalf of the staff, Suddarth said staff appreciates seeing Board members participate in library activities.

Suddarth presented a flow chart showing his goals and timelines for accomplishment for the next 18 months.

IX. SYSTEM REPRESENTATIVE

Lee reported the DLS Board met in October and met the new director. He will plan on having 15 minutes of orientation at each Board meeting.

X. LIBRARY DIRECTOR'S REPORT

- The tile was cleaned in the small meeting room.
- As part of the State of Illinois Public Library Construction Grant Program, the state library has asked each public library to submit a survey of the costs of any upcoming projects. Suddarth will return the survey by Nov. 20. Libraries are in line behind schools for monies.
- Illinois State Library Live and Learn Construction grants are available. We will not be ready to go to bid at the time grant applications are due this year, but Suddarth has sent a letter of intent, so we will be ready to apply next year.
- Illinois State Legislature Fall Veto session is over. Everyone is urged to contact their legislators to urge funding of public libraries.
- DLS legislative breakfast was held Oct. 15. Three legislators and 8 aides were in attendance. Rockford Public Library and IMRF controversy was discussed.
- ALA is seeking change to the USA Patriot Act, currently in the reauthorization process, urging that the National Security Letter statute be changed to ensure that the government only obtains financial, communication and credit records of people believed to be terrorists or spies, and not be able to access patron's library records.
- The per capita grant application has been sent.
- DLS asked public libraries to compile statistics about patron use of the libraries on Oct. 21, and compiled a One Day in the Life of the Public Library Snapshot. Photos, many taken in Winfield, can be viewed at the DLS website.
- The Friend's Craft Sale on Oct. 24 was popular, and brought in \$330.00.
- Tom Sloan, new DLS director, visited the Winfield Library on Oct. 27
- Thirteen people came to the adult program on Oct. 28.
- Suddarth attended and reported on many meetings.
- The library Open House will be Dec. 12, 1-4:30 PM. Boards showing the proposed LAP will be displayed. Board members are urged to attend to educate and meet with the public.

XI. OLD BUSINESS

A. FACILITY PLAN COMMITTEE

Suddarth will apply to the CDH Community Chest fund for monies for the replacement of the back stairs.

B. REFERENDUM

Trustees received a copy of the proposed ordinance and ballot language as provided by Lynda Given of Chapman & Cutler. The village has asked for a letter saying the library will reimburse the village for any costs for the referendum and issuance of bonds. The village didn't give any exemplary language. Attorney Ritzman drafted a letter.

Keck moved approval of the letter of intent to cover costs as presented. Brown seconded. Ayes: all present

A group of concerned citizens met at the public school Nov. 10 to discuss ways to support a referendum. Suggestions were made for revisions of the brochure used in April 2009. Suggestions for ways to educate the community were made. The next meetings are Dec. 2 and Jan. 4

The Village Board will vote on letting bonds for the LAP on Nov. 19. There is an adult program at the library the same night, and a DLS meeting the same night.

XII. NEW BUSINESS

A. REVIEW MINUTES OF CLOSED SESSIONS

Keck moved that minutes of closed sessions remain closed. Carlson seconded. Ayes: all present

B. LIMRiCC RESOLUTION

LIMRiCC is a consortium of the Metropolitan Library System through which we purchase our unemployment insurance. They recently changed their by-laws to allow public libraries to have representation on their board. They asked all member libraries to accept a resolution accepting the changes. Brown moved to execute the LIMRiCC resolution. Lee seconded. Ayes: Tenyak-O'Connor, Carlson, Brown, Lee, Keck, Petitti. No's: none

C. SNOWPLOWING CONTRACT

Prices are same as last year, except cost of salt is lower. Brown moved acceptance of the snow removal bid from Sitarz Landscape and Maintenance, Inc. Carlson seconded. Ayes: all present

D. UNSUPERVISED CHILDREN IN THE LIBRARY POLICY--no changes

E. VOLUNTEER POLICY--no changes

F. FRIENDS POLICY--no changes

G. FOIA UPDATE

Suddarth will try to attend a FOIA training session presented by the Attorney General in Nov. or Dec. The library must designate a FOIA officer who must complete a training developed by the Attorney General's office by July 1, 2010. Appointment will be on the Dec. agenda

H. LIBRARY CLOSING DATES FOR 2010

Brown moved and Lee seconded acceptance of library closing dates for 2010 as presented. Suddarth noted the staff in-service dates are uncertain until the long-range planning dates are set. Ayes: all present

I. DEMONSTRATION OF BOARD EMAIL

Trustees are to use the official library e-mail addresses for all messages relating to library business. Suddarth gave a demonstration about how to access library e-mail accounts. Messages will continue to be forwarded to home e-mail addresses.

J. *SERVING OUR PUBLIC* – ACCESS--reviewed

K. TRUSTEE TRAINING VIDEO – “POLICIES: DAYDREAM BELIEVER”--reviewed

XIII. OTHER BUSINESS – None.

XIV. ADJOURNMENT 8:48 PM