

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
0S291 Winfield Rd., Winfield, IL 60190  
November 14, 2012  
7:30 p.m.

**I. OPENING**

The meeting was called to order at 7:33 PM by President Tenyak-O'Connor

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

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

Absent: Brown, Petitti

Also Present: Matthew Suddarth, Matt Hichens, Liz Mowry, Brad Townsend

**IV. APPROVAL OF AGENDA**

Lee moved approval of the agenda, with items D i. and D ii. being moved to after item 4; Vanco seconded.

Ayes: all present

**D i. Building Project Update**

Hichens talked about the idea of either pre-approving the construction companies who would be then qualified to offer bids on the building project, or hiring a Construction Manager by contract who would then oversee the bids from individual trades. The goal is to make sure any company hired is capable of doing a large job, while still benefiting from competitive bids. Attorney Ritzman has given verbal approval to the practice of hiring a Construction Manager by contract. The extra step should not delay the process or put the project over budget.

Lee moved to rescind the motions made at the October Board Meeting for approval of Newman Architects to advertise for bids for the library building project; Vanco seconded. Lee: aye. Vanco: aye. Tenyak-O'Connor: aye.. Keck: aye. Shanahan was not present at the October meeting, so did not vote on the rescinding motion.

Vanco moved to hire a Construction Manager for the library renovation and expansion project; Lee seconded. Vanco: aye. Lee: aye. Tenyak-O'Connor: aye. Shanahan: aye. Keck: aye.

**D ii. Presentation of Financing Options**

Brad Townsend of Ehlers and Associates presented three options for bonds to finance the renovation project. The first, having the Village of Winfield issue General Obligation bonds against future tax revenue, was presented to the Village Finance Committee by Suddarth and Townsend. The committee offered neither support or non-support, but Village Manager offered to put the item on the agenda for the Committee of the Whole Dec. 6, 2012. Two other options for Corporate Obligation Debt Certificates, offered by the Village or by the Library, were presented. All have been approved by Attorney Ritzman in an email as long as the bond counsel has no problems with the library issuing debt certificates without village approval.

Keck moved to have Matthew Suddarth ask the Village Manager to put the issue of the Village of Winfield offering General Obligation Bonds to finance the Library renovation project on the Committee of the Whole agenda for December 6, 2012; Vanco seconded. Ayes: 4, Nay: 1.

**V. CONSENT AGENDA**

**A. APPROVAL OF MINUTES OF THE OCTOBER 17, 2012 MEETING**

**B. FINANCIAL REPORTS**

**C. APPROVAL OF BILLS**

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

**VI. COMMUNICATION AND CORRESPONDENCE**

Several articles regarding e-books and public libraries were presented, as was an article about the steady use of libraries by people 16-29 years old

An article about the date for filing to be on the April ballot, and the controversy about filing offices being closed on Dec. 24, was presented.

**VII. CITIZENS TO SPEAK: None**

**VIII. REPORTS OF STANDING COMMITTEES**

**A. FINANCE**

**B. ADMINISTRATION & PERSONNEL**

The administration and personnel committee presented a copy of the current job description for the library director, and asked that comments from other board members be forwarded to them. They plan to update the job description as the first step to establishing a more useful and informative evaluation tool.

**C. SYSTEM REPRESENTATIVE**

Lee reported Dee Brennan has accepted the position of RAILS Executive Director, and will begin Jan. 2, 2012. The search for a private delivery service for reciprocal borrowing did not find any qualified companies, so RAILS will continue to provide delivery services. The first FY2013 payment has been received. A RAILS Member Update will be videocast from Geneva Dec. 3, 2012.

**D. BUILDING & PROPERTY**

**i. BUILDING PROJECT UPDATE**

**a. CONSIDERATION OF ENACTING PREQUALIFICATION OF GENERAL CONTRACTORS IN BID PROCESS:** considered earlier in the meeting

**b. CONSIDERATION OF HIRING CONSTRUCTION MANAGER:** considered earlier in the meeting

**ii. PRESENTATION OF FINANCING OPTIONS:** considered earlier in the meeting

**iii. PRESENTATION OF COST ESTIMATES FOR MOVING, STORAGE, AND RENTAL SPACES**

Suddarth reported costs of \$16/sq ft for space in Winfield. At a one-year lease, it would range from \$17K - \$75K, depending on how much square footage was needed, plus set up costs. He is waiting on a return call from Hallett Movers regarding costs to store library materials safely. Suddarth recommended considering keeping all services at this site during construction, with portions of the adult collection being on site and portions being available off site for retrieval upon request.

**IX. LIBRARY DIRECTOR'S REPORT**

Carpet and tile have been cleaned.

Suddarth and Nuccia Choate looked at flooring at the Bolingbrook Library building.

RoseAnn Vonesh has begun as the new Electronic Resources librarian. She is looking into joining a consortium for purchase of e-books for patron use, at around \$3K a year.

The new public computers are installed, and the patron reservation software has been updated.

The new Internet connection with AT&T should be completed by the end of January.

The MERIT Foundation has given notice it intends to support the building project and summer reading program.

The Winfield Library Friends intend to have the March book sale in this building, and are looking for an alternative location for the fall sale. They are talking with St. John's. The membership letter has been sent out. Suddarth asked to be allowed to carry over an extra week of vacation to the next calendar year, as it is going to be difficult to get vacation in by the end of 2012, in light of all the current projects and new staff. Board agreed.

**X. OLD BUSINESS**

**A. LONG RANGE PLAN UPDATE**

New catalog system, increasing accessibility to the building, and adding electronic services are moving ahead.

**XI. NEW BUSINESS**

**A. 2013 LIBRARY CLOSINGS**

Lee moved adoption of the 2012 Library Closing dates as presented; Shanahan seconded. Ayes: all present

**B. 2013 LIBRARY BOARD MEETING DATES**

Keck moved approval of the 2013 Library Board Meetings dates as presented; Vanco seconded. Ayes: all present

**C. REVIEW MINUTES OF CLOSED SESSIONS**

Tabled until the December 2012 meeting

**D. POLICY**

i. UNSUPERVISED CHILDREN IN THE LIBRARY: no changes

ii. VOLUNTEER: no changes

iii. FRIENDS: no changes

**E. SERVING OUR PUBLIC: ACCESS**

Reviewed by all

**XII. OTHER BUSINESS**

None

**XIII. ADJOURNMENT**

The meeting was adjourned at 10:08 PM