

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

October 14, 2009

I. OPENING

The meeting of the Winfield Public Library board of trustees was called to order by Carol Tenyak-O'Connor, board president at 7:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present:

Carol Tenyak-O'Connor

Ida Lee

Bob Brown

Cindy Keck

Denise Carlson

Absent:

Laura Slivinski

Also Present: Matthew Suddarth, Library Director

Robert Petitti

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE SEPTEMBER 9, 2009 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Brown moved approval of consent agenda as presented. Carlson seconded. Ayes: all present

VI. COMMUNICATION AND CORRESPONDENCE

A flier about the fall legislative breakfast on October 26, 2009 was presented.

Itasca Library is holding an Open House for the new addition October 18, 2009, 1-3 p.m.

Winfield Township notified of a new construction amount of \$1,950,000 for 2009 tax year.

Notice that VESSA now applies to groups employing 15-29 people. This requires employers to give employees 12 weeks leaves to deal with domestic or sexual violence issues.

A newspaper article about Oakbrook Library, taxes, and the possibility of unionizing workers

An article from the CNN web site about the futures of libraries and books was presented.

VII. CITIZENS TO SPEAK

Robert Petitti introduced himself and expressed interest in serving as an appointee on the Library Board of Trustees.

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE : No Report

B. ADMINISTRATION AND PERSONNEL – CLOSED SESSION TO DISCUSS APPOINTMENT OF NEW TRUSTEE (5 ILCS 120/2(c)(1))

Board discussed Robert Petitti's interest in being appointed as a Library Trustee, and agreed to proceed at the next meeting.

Laura Slivinski's resignation from the Board of Trustees was accepted with regret, and with gratitude for her years of service.

C. SYSTEM REPRESENTATIVE

Ida Lee was elected as a DLS Board member. She reported on a meeting held October 15, where the new administrator was introduced.

IX. LIBRARY DIRECTOR'S REPORT

Windows and carpet were cleaned in September.

Suddarth has met with Dave Bradford about estimates for storage shelving in the small meeting room.

Matt Hichens of newmanArchitecture has recommended bids for exterior brick work not be let until January. The cold weather could affect the quality and cost of brick work.

The fall legislative veto session is coming up. The ILA is asking everyone contact their legislators to ask them to restore funding for library per capita grants and library systems. Also ask them to fully fund the current obligations before taking on any new projects.

The Friends book sale brought in over \$2,000.00

Suddarth gave a lecture at Dominican University.

DLS Legislative Advocacy Committee has changed its name to the Library Advocacy Committee. The group is trying to refocus on advocating for libraries in general and de-emphasize the legislative part.

Winfield Chamber of Commerce

Board is looking for people to run for their board.

Suddarth and Lee attended a program at COD on referendum work. The ideas of a postcard campaign might fit well with Winfield.

Suddarth attended a meeting put on by PADS concerning homeless services in DuPage county.

ILA Annual Conference was Oct. 7-9. Keynote speaker was Omar Wasow. He spoke of how bookstores are good at marketing the reading experience, and libraries are good at managing materials. Librarians are "partners in curiosity." Suddarth attended various other learning sessions, and reported them in the attached report.

X. OLD BUSINESS

A. FACILITY PLAN COMMITTEE – STATUS OF BID PROCESS

Based on Matt Hichens recommendation, Board agreed to hold off on letting bids for repair work on the east side of the building until after 2-2-10 referendum.

B. REFERENDUM

1. CONSIDERATION OF RESOLUTION TO HOLD REFERENDUM FOR THE PURPOSES OF ISSUING BONDS TO MAINTAIN AND EXPAND THE LIBRARY BUILDING

Brown moved acceptance of the resolution to hold referendum for the purposes of issuing bonds to maintain and expand the library building. Lee seconded. Ayes: all present

2. FOCUS GROUPS – PROPOSAL FROM GAIL JOHNSON

Gail Johnson returned an estimate of \$5,000.00 to \$7,500.00 to hold focus groups before the referendum. Board discussed, and decided to not engage her services. Suddarth will work on a simplified brochure, emphasizing value of cost per household. Board will encourage Referendum Committee to hold coffees in citizen's homes, and to work on a post card campaign.

3. PRESENTATION OF RESULTS OF APRIL 2009 REFERENDUM

Tenyak-O'Connor will convene the initial meeting of the referendum committee on Nov. 10, probably to be held at Community Bank. All Board members are encouraged to send out invitations.

C. PER CAPITA GRANT

Carlson moved approval of the grant application as presented. Lee seconded. Roll call vote was taken. Ayes: Tenyak-O'Connor, Lee, Brown, Keck, Carlson Nay's: None

XI. NEW BUSINESS

A. MEETING ROOM POLICY: No changes

B. INVESTMENT POLICY: No changes

C. SEARCH WARRANT POLICY: No changes

D. DISASTER PLAN: Updated name and address sheet. No changes in content

E. *SERVING OUR PUBLIC* – GOVERNANCE AND ADMINISTRATION: Reviewed

F. TRUSTEE TRAINING VIDEO – "FINANCES: WORKING HARD FOR THE MONEY"

XII. OTHER BUSINESS

Suddarth submitted his list of accomplishments for 2008, and his goals for 2009-2010. Highlights for goals include: overseeing new construction, working on a new long-range plan, reviewing staffing and budgeting in light of new construction or new configuration of building, a technology plan committee and a Going Green committee. Carlson will look for a model plan for Going Green.

Someone from the Library or Board will need to be appointed as a FOIA officer, and will need to attend training in the new law. Training is not available as of this time.

Suddarth requested two staff in-service days when the Library will be closed in 2010. Board agreed.

Keck requested nametags for Board Trustees. Board agreed.

Keck requested published e-mail addresses for Trustees be the e-mail address that goes through the Library server, to simplify any future FOIA requests. Also requested information on passwords. Suddarth will present at the next meeting.

XIII. ADJOURNMENT: 9:55 PM

Respectfully submitted,
Cindy L. Keck, secretary