

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**OCTOBER 13, 2010**  
7:30 p.m.

**I. Opening**

Meeting was called to order by President Tenyak-O'Connor at 7:37 PM

**II. Pledge of allegiance**

**III. Roll Call**

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

Absent: Petitti, Vanco

Also Present: Matthew Suddarth

**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 8, 2010 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Brown moved approval of Consent Agenda as presented, Lee seconded. Ayes: all present

**VI. Communication and Correspondence**

A thank-you was received from a program presenter.

Six recent newspaper articles concerning library services and funding issues were presented.

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

A. FINANCE

Suddarth is looking at coordinating Long Range Plan work with upcoming budgets.

The annual report of receipts and disbursements has been filed with the county.

B. ADMINISTRATION & PERSONNEL

The library intern is still working here. Lisa Paulsen has done some fill-in work.

C. SYSTEM REPRESENTATIVE

Lee reported that the last meeting was canceled due to telephone equipment trouble. The merge committees are set. A slate of officers for the DLS board has been prepared, and Lee will run for secretary. There is a meeting in Springfield 10-14-10 of system directors and board presidents.

D. BUILDING & PROPERTY – EAST WALL PROJECT UPDATE

The project is nearing completion, with a short punch list of items left to be finished.

**IX. Library Director's Report**

The parking lot has been repaired, and came in several thousand dollars under estimate.

A meeting will be scheduled in November with Fred Schlipf and Matt Hichens to develop a plan for the building in order to better use the space we have.

The fall veto session is coming up soon. Board members are encouraged to contact elected

officials and encourage them to fully fund library commitments.  
CDH will provide flu shots to library staff.  
Suddarth reported on several meetings he attended.  
The state is offering building grants of various kinds again.  
Suddarth reported on his activities at the ILA Annual Conference.

**X. Old Business**

**A. DISTRICT CONVERSION DISCUSSION**

Discussions continue with Village

**B. LONG RANGE PLAN**

The committee has established priorities, and Suddarth has created a time-line. See attached

**C. PER CAPITA GRANT**

Keck moved approval of the Per Capita Grant application with editorial changes, Lee seconded. Ayes: all present.

**XI. New Business**

**A. SNOW REMOVAL CONTRACT**

Two proposals were received. Brown moved accepting the proposal from Sitarz Landscaping and Maintenance. Lee seconded. Ayes: all present.

**B. POLICY**

**i. MEETING ROOM**

The Winfield Community Bank no longer has a public meeting room available, and use of the library meeting room is going up. Brown moved to eliminate the \$30.00 deposit fee, with no other changes to the policy. Lee seconded. Ayes: all present.

**ii. INVESTMENT: no changes**

**iii. SEARCH WARRANT: no changes**

**C. DISASTER PLAN**

Plan has been updated with current phone numbers

**D. SERVING OUR PUBLIC – GOVERNANCE AND ADMINISTRATION: reviewed, with comments on Trustees agreeing to annual education experiences**

**XII. Other Business**

Suddarth will submit suggested meeting dates and library closing dates at the November meeting, so they can be published in the upcoming newsletter.

The next Board meeting is November 3.

Keck will write thank-you notes for Good Old Days parade helpers.

Brown was congratulated on his finish of the Chicago Marathon.

**XIII. Adjournment**

The meeting was adjourned at 9:22 PM

Respectfully submitted,  
Cindy L. Keck, secretary