

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
0S291 Winfield Rd., Winfield, IL 60190
October 17, 2012
7:30 p.m.

I. OPENING

The meeting was called to order by President Tenyak-O'Connor at 7:30 PM

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor, Keck, Brown, Lee, Vanco, Petitti

Absent: Shanahan

Also Present: Matthew Suddarth

IV. APPROVAL OF AGENDA

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

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE SEPTEMBER 12, 2012 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

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

VI. COMMUNICATION AND CORRESPONDENCE

An article about the Des Plaines library checking out MacBooks for use in the library was presented.

A copy of a policy letter from the ILA about library services to homeless persons in Illinois was presented.

A letter from ALA President Maureen Sullivan to America's publishers regarding the sale of downloadable books to libraries was presented.

VII. CITIZENS TO SPEAK: None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE: No report

B. ADMINISTRATION & PERSONNEL: No report

C. SYSTEM REPRESENTATIVE:

Lee attended the last meeting. There was no action or news to report.

D. BUILDING & PROPERTY

i. BUILDING PROJECT UPDATE

Suddarth will meet with Hichens on Oct. 19 at noon to review the draft bid documents. The Board discussed the issue of tile flooring vs. carpeting in the meeting room, and left the final decision to Suddarth. Suddarth researched off site storage, and found most prices to be \$200-\$300 a month for a space that would normally hold the contents of a 1,000 sq. ft. house.

ii. APPROVAL TO ALLOW NEWMAN ARCHITECTURE TO ADVERTISE FOR BID PROPOSALS FOR LIBRARY RENOVATION AND EXPANSION PROJECT

Brown moved to allow Newman Architecture to advertise for bid proposals for the library renovation and expansion project with the caveat that Suddarth, Tenyak-O'Connor and Hichens discuss possible changes to the bid documents to provide for cost and/or time savings due to phase combinations, and they are hereby authorized to make changes to the documents based on the discussions. Keck seconded. Brown; yes. Keck; yes. Petitti; yes. Vanco; yes. Lee; yes. Tenyak-O'Connor; yes.

IX. LIBRARY DIRECTOR'S REPORT

The toilet in the women's restroom came off the base, but has been repaired.

New slatwall displays for the AV area have been ordered.

CDH provided flu shots for the staff.

Circ stats are down for September over last year, but daily attendance was one person less than the day of counting in October 2011.

The Oct. 10 Feng Shui program held at the Warrenville library was not well attended.

Ashley Lankenau is the new Technical Services Assistant, and Lisa Zink is the new Adult Programming Assistant. There is a verbal agreement with the new Electronic Resources Librarian, who is scheduled to start the week of Nov. 5.

The Auto-Graphics catalog is complete. Staff needs four days of training, then the system will go live in early January.

New library cards have been ordered, and will be ready to use with the new system.

Suddarth attended the LACONI Administrators meeting, which was a panel discussion on serving the homeless population.

The Library Friends report \$2257.75 from the fall book sale. Membership letters will be going out in November.

X. OLD BUSINESS

A. LONG RANGE PLAN UPDATE

The new catalog system is being implemented, and seven new public computers will be installed Oct. 18.

B. INTERNET CONNECTION CONTRACT

Keck moved the library contract for three years with ICN to have AT&T provide a 10 megabit internet connection line; Brown seconded. Ayes: all present

C. STAFF E-MAIL AND ELECTRONIC RESOURCES POLICY

Keck moved approval of the Staff e-mail and Electronic Resources Policy, with editorial changes; Petitti seconded. Ayes: all present

XI. NEW BUSINESS

A. SNOW PLOWING CONTRACT

Petitti moved acceptance of the snow plowing contract proposal from Sitarz Landscape and Maintenance, Inc.; Keck seconded. Ayes: all present

B. DISASTER PLAN

The updated disaster plan was reviewed, with board cell phone numbers added as needed.

C. POLICY

i. MEETING ROOM: Reviewed, no changes

ii. INVESTMENT: Reviewed, no changes

iii. SEARCH WARRANT: Reviewed, no changes

D. SERVING OUR PUBLIC: GOVERNANCE AND ADMINISTRATION

Reviewed by all. A reminder was given that on-line Open Meetings Act training needs to be completed by December 31, 2012

E. APPROVAL TO CLOSE FOR STAFF TRAINING

Keck moved the library be closed January 7, 2013, all day, and January 8, 2013, until 1:00 PM to allow for staff training on the new catalog system; Brown seconded. Ayes; all present

XII. OTHER BUSINESS

Election packets are available at the village office.

XIII. ADJOURNMENT

The meeting was adjourned at 9:15 PM