

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 9, 2013, 7:30 p.m.
Central DuPage Hospital
0N025 Winfield Rd., Winfield, IL 60190

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, Brown, Shanahan, Vanco, Keck

Also present: Matthew Suddarth, Phil Mustes, Michael Hendricks, Will Mego

IV. APPROVAL OF AGENDA

Shanahan moved approval of the agenda with the exception of moving items 10 and 11a to after item 4. Vanco seconded. Ayes: all present

X. OLD BUSINESS

A. Closed session to discuss the appointment of new trustee

Board agreed by consensus to hold the discussion in open session. Michael Hendricks and Will Mego were invited to introduce themselves and tell about their interest in serving on the library board. Discussion among all followed.

XI. NEW BUSINESS

A. APPOINTMENT OF NEW TRUSTEE

Keck moved the appointment of Will Mego and Michael Hendricks to fill the open positions on the Winfield Library Board. Vanco seconded. Ayes: all present

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE AUGUST 14, AND SEPTEMBER 11, 2013 MEETINGS

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Brown moved approval of the consent agenda with exception of the September minutes, which were not presented; Vanco seconded. Ayes: all present

Suddarth noted funds will need to be transferred from the Illinois Funds to the checking account before the end of the fiscal year.

VI. COMMUNICATION AND CORRESPONDENCE

None

VII. CITIZENS TO SPEAK

None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

i. TAX LEVY

Brown moved approval of the tax levy as presented; Shanahan seconded. Ayes: all present

ii. ANNUAL REPORT OF RECEIPTS AND DISBURSEMENTS

Brown moved acceptance and publication of the annual report of receipts and disbursements as presented;

Keck seconded. Ayes: all present

B. ADMINISTRATION & PERSONNEL

Suddarth suggested the subcommittee meet to look into any changes in staff health care offers that may be

needed due to the implementation of the Affordable Care Act, and due to any changes the village may be making in their health care choices.

C. SYSTEM REPRESENTATIVE

Suddarth reported that RAILS has received the complete payments for the past fiscal year, and the first payment for the current year. Excess equipment is for sale from one of the closed facilities.

D. BUILDING & PROPERTY

Suddarth samples of paint and furniture colors.

The project is on schedule, with the south end of the lower level projected to be done Oct. 17, and an anticipated move of Youth Services to the lower level on Oct. 18. The library will need to close on October 18 for the move, and may need to close part of Oct. 21. It will be open Oct. 19.

The elevator has a scheduled completion date of Oct. 29.

Once the upstairs north portion is empty, the mold near the ceiling will be taken care of, painting done, and new carpeting installed. The movers will return to move the non-fiction collection upstairs. If the elevator is not available by that time, the library will need to be closed for another day, TBD. The new fire alarm system is due to be inspected the first week of November.

Two circulation desks have been ordered, new shelves for YS, computers for staff, another desk chairs, bar code scanners and receipt printers.

The new cables are in downstairs.

The mold situation under the window on the east wall of the lower level has been solved with outside flashing and a waterproof membrane on the inside.

IX. LIBRARY DIRECTOR'S REPORT

The third payment to Mazur and Sons was submitted.

Two new pages have been hired.

The new cleaning service, System 4, started October 5.

Suddarth attended a LACONI Administrator's Section meeting concerning human resource issues and health care.

The Winfield Library Friends met Oct. 7. Other fund raising ideas were discussed, and the membership letter was revised.

X. OLD BUSINESS

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

XI. NEW BUSINESS

A. APPOINTMENT OF NEW TRUSTEE
(previous)

B. SWEARING IN OF NEW TRUSTEE
tabled until November meeting

C. PER CAPITA GRANT

Suddarth reviewed the per capita grant application. Funding is expected to be at \$1.25 per capita this year, for a total of around \$11,000. Keck moved approval of the per capita grant application as presented; Vanco seconded. Ayes: all present

D. POLICIES

i. STAFF EMAIL/ELECTRONIC USE: No recommended changes

ii. INTERNET: No recommended changes

iii. MEETING ROOM: No recommended changes at this time. Suddarth suggested reviewing the policy in January, after the new meeting room configuration is available, to make sure the old policy meets the requirements of the new facility. Issues could include definition of "not for profit" groups, security deposits, use of projectors, and ending times for meetings. Suddarth will check with other libraries for sample policies.

iv. INVESTMENT: No recommended changes

v. SEARCH WARRANT: No recommended changes

E. SERVING OUR PUBLIC – GOVERNANCE AND ADMINISTRATION
Reviewed by all

XII. OTHER BUSINESS

Abby Hansen came to discuss plans for a Grand Opening ceremony of the renovated building. Board agreed by

consensus to hold the open house December 7, the same day as Snacks with Santa. An elevator opening ceremony will be scheduled at a specific time, with invited guests. Guests could include past board members and staff, and persons who are mobility impaired. The theme for the day will be Renovation Celebration. Group agreed to leave the current plaque in place, and to have Abby look into a plaque for the dedication of the elevator.

Suddarth reported that Rose Szczepaniak's daughter brought a box of archive papers from the original sale of the History of Winfield book, including the copyright, and the record of sales.

XIII. ADJOURNMENT

The meeting was adjourned at 9:05 PM