

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 12, 2007

I. Call to Order

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:04 p.m. by Carol Tenyak-O'Connor, board president.

II. Roll Call

Present:

Laura Slivinski

Robert Brown

Karen Hannah

Cindy Keck

Michael Belica

Carol Tenyak-O'Connor

Absent:

Linda McNamara

Matthew Suddarth, Library Director

III. Approval of Agenda

On a motion made and seconded, the trustees unanimously approved the agenda.

IV. Consent Agenda

On a motion made and seconded, the board unanimously approved the consent agenda.

V. Communication and Correspondence

Matthew Suddarth reported the following:

- A. There was an article from *American Libraries Online* about a New Jersey Borough that has sued for access to library patron names
- B. There was an update from the Illinois Library Association about the governor signing the state budget
- C. There was another update from the Illinois Library Association about the legislature moving to override some of the governor's vetoes in the budget.
- D. DuPage Library System has sent a reminder about their annual Legislative Breakfast to be held Monday, November 19th.

VI. Citizens to Speak

None.

VII. Reports of the Standing Committees

A. Finance

1. Matthew Suddarth presented a preliminary tax levy for the board to review. Additionally, the village finance committee will be meeting Saturday, September 15th to decide if they want to recommend to the village board that the library and village's tax rates be separated.

Because this decision has not been made, Matthew Suddarth recommended that the library not approve its tax levy at this time.

2. Annual Report of Receipts and Disbursements – On a motion made and seconded, the trustees unanimously approved this annual report.

- B. Administration & Personnel
No report.

VIII. Library Director's Report

Matthew Suddarth reported the following:

- A. Building – In summary, there are air conditioning issues, a hornets nest, and two emergency lights out. All issues are being addressed. There was no damage to the building in the August severe weather event.
- B. Per Capita grant – The completed application for the Fiscal Year 2008 per capita grant is available for review.
- C. Meetings – Various meetings and events attended by Matthew were summarized.

IX. Old Business

- A. Library walk-through – Two trustees have returned their forms.
- B. Strategic Plan – The board asked Matthew Suddarth to put the plan in outline form.
- C. Facility plan committee – There was a discussion about starting to plan for a possible addition or reconfiguration of the building to address part of the strategic plan and to be in compliance with accessibility standards as well as flood plain requirements.
- D. Board value statement – nothing to report.
- E. Mission Statement – This will be revised. Laura will work on this.
- F. Circulation policy – On a motion made and seconded, the board approved the changes in the policy as recommended.

X. New Business

- A. Staff email and electronic use policy – the board reviewed the policy and made no changes.
- B. Disaster plan – This document is required with this year's per capita grant application. On a motion made and seconded, the board approved the plan, subject to regular updates needed to keep it current.
- C. Per capita grant – Matthew Suddarth reviewed the completed application with the board. On a motion made and seconded, the trustees unanimously accepted the application as presented. Carol Tenyak-O'Connor and Laura Slivinski signed it.
- D. Trustee orientation – Linda McNamara will work on this for the next meeting.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 8:50 p.m. The next meeting of the board is scheduled for Wednesday, October 17, 2007 at 7:30 p.m.

Respectfully submitted,
Laura Slivinski, secretary