

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**SEPTEMBER 8, 2010**  
7:30 p.m.

**I. Opening**

Carol Tenyak O'Connor called the meeting to order at 7:32 p.m.

**II. Pledge of Allegiance**

**III. Roll Call**

Present: Tenyak-O'Connor, Petitti, Shanahan, Brown, Keck, Vanco, Lee  
Also present: Matthew Suddarth, Steve King

**IV. Approval of Agenda**

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

**V. Consent Agenda**

- A. Approval of minutes of the August 11, 2010 meeting
- B. Financial report
- C. Approval of Bills

Lee moved approval of consent agenda as presented. Brown seconded. Ayes: all present. Suddarth commented that the LIMRiCC consortium is separating from the Metropolitan Library System, but that will not affect our purchasing of unemployment insurance from them.

**VI. Communication & Correspondence**

A letter was received from a resident complimenting the library on the addition of adult graphic novels to the collection.

Newspaper articles concerning a \$1.7M donation to the Genoa Library, and one about the financial situation of the library systems were presented.

A letter from LIMRiCC concerning their separation from Metropolitan Library System was presented.

A newspaper article about public libraries being the enablers of American's dreams was presented.

**VII. Citizens to Speak**

Steve King commented about the harsh, strong chemical smell around the library after lawn applications by the landscaping firm. He spoke about the value of using more natural methods of lawn maintenance, and lent the library a copy of a video he saw at Cantigny promoting natural lawn care. He encouraged the Board to explore reducing the amount of chemicals used on the library grounds.

## **VIII. Reports of the Standing Committees**

### **A. Finance**

#### **i. Tax levy**

Brown moved acceptance of the tax levy as presented. Lee seconded. Ayes: all present.

#### **ii. Annual report of receipts and disbursements**

Brown moved acceptance of the annual report as presented, with the potential correction of the amount listed for a subscription to *Scapbooks, etc.* magazine. Lee seconded. Ayes: all present.

### **B. Administration & Personnel**

No report.

### **C. System Representative**

Lee reported that a meeting scheduled for September 1, 2010 to work on merging systems has been postponed.

### **D. Building & Property – East Wall Project update**

The stairs are up, but concrete work has been postponed until after Good Old Days. The brick work is done, and metal pieces will be painted soon.

## **IX. Library Director's Report**

The Winfield Fire Protection District sent notice that all alarm systems in the area must convert from ADT phone lines to a radio sent signal, with a company out of Elmhurst. Matt Hichens and Dan McCurdy of AMSCO Engineering came out. The moisture at the interior peaks seems to be from condensation, and resealing the joints along the roof line should take care of it. There are no vents in the eaves, so air does not circulate properly. And the leakage at the bottom of the stairs is probably due to a broken and/or blocked drain tile. They will work with Suddarth to do repairs.

ALA is encouraging members to contact their legislators to fund the Library Services and Technology Act at \$300M this year. Also members are to request school libraries be specifically included in the renewal of the ESEA bill.

ILA is asking legislators to pledge not to cut library per capita grant funding.

"Going Green" plan committee has met, and has a draft plan. (See attached)

LTA student Anna Miranda will be doing her practicum here this fall. She is a student at COD and Dominican University.

Suddarth noted the total circulation for August was up 11% over last year, and has been over 10,000 for three months in a row.

## **X. Old Business**

### **A. District conversion discussion**

Discussions continue with the village.

### **B. Long Range Plan**

The Long Range Plan committee suggested the following order for changes:

1. In the next 4-6 weeks, meet with Matt Hichens and Fred Schlipf, to note changes in the building and interior to reflect goals of new Long Range Plan. In December write a needs assessment document, including architect's priorities.

2. Work with a consultant (Mary Jane Kepner is one possibility) in February to do a staffing plan.

3. In April, investigate new catalog systems.
  4. Expanding programs and updating the marketing plan will be ongoing and concurrent with other actions.
- C. Good Old Days Parade  
Plans for the September 12 parade were discussed.
- D. Per Capita Grant  
The technology plan committee will meet next week. Note that the current server is 5 years old, and may need to be updated soon.

**XI. New Business**

- A. Staff Email/Electronic use policy  
No changes.
- B. Internet Policy  
People bringing in their own computers to use here with wireless internet may change how the Internet Policy applies. The current database will allow staff to know which users have parental permission to use the internet, and cards may not be necessary in the future.

**XII. Other Business**

Staff has used discretion allowed in the circulation policy to allow sets of TV show DVDs to be checked out for 4 weeks at a time.

A snow removal service has visited several times and would like to put in a bid for snow removal.

**XIII. Adjournment**

Brown moved adjournment at 9:00 p.m. Keck seconded.

Respectfully submitted,  
Cindy L. Keck, secretary