

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

September 14, 2011

7:30 p.m.

I. OPENING

The meeting was called to order by President Tenyak-O'Connor at 7:32 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Absent: Petitti

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 the minutes of the August 10, 2011 MEETING

B. Financial report

C. Approval of bills

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

VI. COMMUNICATION AND CORRESPONDENCE

A thank-you note from Kelan McDonnell for the use of the library's meeting room chairs.

Classic Landscape offered to give a quote for outdoor services.

JP Morgan/Chase sent a memo regarding daily sweep account interest should the bank close, and an annual report on money market funds.

A letter regarding the closing of the Fund for Illinois Libraries, and the option of using the Illinois Library Association for pass-through of funds was received. There will be a charge for Illinois Library Association services.

Two newspaper articles about library issues were shared.

A flier regarding Trustee Day at the ILA conference was shared.

VII. CITIZENS TO SPEAK

None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

i. Tax Levy

Brown moved approval of the 2011 Tax Levy as presented; Shanahan seconded. Ayes: all present

ii. Annual Report of Receipts and Disbursements

Brown moved approval of the Annual Report of Receipts and Disbursements as presented; Lee seconded. Ayes: all present

B. ADMINISTRATION & PERSONNEL

Tenyak-O'Connor and Vanco will complete review by October meeting.

C. SYSTEM REPRESENTATIVE

Lee reported an upcoming election of eight persons to the member advisory group for RAILS. Seven other members will be appointed later. Lee will be attending the RAILS meeting on September 28.

D. BUILDING & PROPERTY

i. EAST WALL PROJECT

R. Carlson & Sons are still working on getting the final coat of paint on the outside stairs applied

properly. When done, they plan to put covers on the stair nosings and bumpers on the sides, to protect the paint.

ii. **BUILDING PROJECT**

Matt Hichens of Newman Architecture will help with filling out a required survey from the state library regarding costs of proposed building projects, in preparation for applying for a grant through the Illinois State Library Construction Grant program. Hichens is working redrawing the interior layout of the upper level to incorporate an elevator in the plans.

IX. LIBRARY DIRECTOR'S REPORT

Suddarth reports four new computers have been purchased for staff. Staff is working with the Follett company get the cataloging system to interface with the new operating systems.

Two new pages have started work, and Kelan McDonnell and Davy Taylor have returned to school.

The power was out September 1, and the library closed early, with no further problems from the next day on.

An insurance review has been conducted with Estelle Markham of Meyers-Briggs.

The library book sale was a success, and the Board and friends participated in the Good Old Days parade.

The library is collecting monetary donations for Honor Flight Chicago during September.

Suddarth reported on various meetings he attended, with notes in the attached director's report.

X. OLD BUSINESS

A. Bank Accounts

Suddarth will have a report at the October meeting.

B. Long Range Plan

New computers have been purchased for some staff, a second catalog demonstration is scheduled for October, and the new logo is being used. The committee will discuss getting new stationery.

C. District Conversion Discussion

No discussion at this time.

D. Table in Small Meeting Room

Suddarth has found a carpenter who will look at the table and give an estimate on the cost of repairs.

Suddarth will discuss with Hichens where the historic table could best be used in the new layout.

XI. NEW BUSINESS

A. Staff E-Mail and Electronic Use policy

No substantive changes. Suddarth will add date of last review to the policy.

B. Internet Policy

No changes recommended at this time. Staff will discuss use of internet ID cards for patrons 12-17 years old, and may recommend changes in the future.

XII. OTHER BUSINESS

None.

XIII. ADJOURNMENT

Brown moved adjournment at 8:29 p.m. Keck seconded.

Respectfully submitted,

Cindy L. Keck, Secretary