

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
0S291 Winfield Rd., Winfield, IL 60190
September 12, 2012
7:30 p.m.

I. OPENING

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Tenyak-O'Connor, Shanahan, Keck, Lee
Absent: Brown, Petitti, Vanco
Also Present: Matthew Suddarth, Roy Groesbeck

IV. APPROVAL OF AGENDA

Lee moved approval of the agenda with the change of moving item 8 A i to after item 4; Shanahan seconded.
Ayes: all present

VIII. A i: Roy Groesbeck of Mueller and Co., LLP, presented the audit for the year ended April 30, 2012.

V. CONSENT AGENDA

- A. APPROVAL OF MINUTES OF THE AUGUST 8, 2012 MEETING
- B. FINANCIAL REPORTS
- C. APPROVAL OF BILLS

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

VI. COMMUNICATION AND CORRESPONDENCE

A thank-you letter was received from the Winfield Historical Society for Suddarth's help with the Winfield Run.

Two articles about the future of libraries from journals were presented.

An article with photo of the library entry in the Good Old Parade from the Daily Herald was presented.

An article about the price of e-books and print books for libraries was presented.

VII. CITIZENS TO SPEAK

None

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

- i. AUDIT PRESENTATION: Moved to after item 4 in agenda
- ii. TAX LEVY

Keck moved approval of the figures for the 2012 tax levy as listed on the letter of Sept. 12, 2012 to the Village Manager Curt Barrett; Lee seconded. Ayes: all present

- iii. ANNUAL REPORT OF RECEIPTS AND DISBURSEMENTS

Keck moved acceptance of the Annual Report of Receipts and Disbursements with editorial changes as discussed; Shanahan seconded. Ayes: all present

B. ADMINISTRATION & PERSONNEL – NEW POSITIONS

Suddarth reported offering the position of tech services and adult programming, and is waiting for an answer from those two people. The position of electronic resources has been relisted with placement lists. The position of marketing, graphics and web site support will be put on hold for the time being.

C. SYSTEM REPRESENTATIVE

There is a RAILS meeting scheduled in Peoria at the end of the ILA conference. There is a meeting scheduled in Burr Ridge Sept. 28. RAILS is advertising for applicants for the position of executive director. The system is switching over from transferring books in canvas bags to using uniform stackable boxes.

D. BUILDING & PROPERTY – BUILDING PROJECT UPDATE

Suddarth is continuing to explore options of off site storage or moving services to a temporary location during construction.

The Board discussed the timing of deciding on how to finance the construction project, and will discuss further at the next meeting.

IX. LIBRARY DIRECTOR'S REPORT

The wasps are gone from the railing in the front of the building, and the retaining wall along Winfield Rd has been repaired.

The migration process from Follett to Auto Graphics has begun.

The Friends book sale raised over \$2,200.00.

Suddarth participated in the Historical Society events last weekend, and staff, friends and board members participated in the Good Old Days parade on Sept. 9. Special thanks to Shanahan and Tenyak-O'Connor for their help.

The service Postini is now filtering all e-mails under the library IP address.

The Friends have a board meeting scheduled for October 1.

X. OLD BUSINESS

A. LONG RANGE PLAN UPDATE

Updating the catalog system is moving along, and the building project is moving ahead.

B. INTERNET CONNECTION

Comcast has offered a non-dedicated line for \$120/ month, but if the neighborhood cable goes out, patrons come to the library for internet service. Also the new catalog system is dependent on a connection, and materials cannot be checked out if the connection is down. ICN has offered a 10 mbs upload and download speed with installation costs spread over the life of the contract, for \$1,197.95 a month. With the cost of operating the catalog system coming at less than budgeted, it is possible to make those payments. Board agreed to continue with current ICN T1 line on a month to month basis while other options are explored. Suddarth will inquire about adding additional T1 lines.

XI. NEW BUSINESS

A. PER CAPITA GRANT

Grant application was reviewed. Lee moved approval of the per capita grant application for 2013 as presented; Keck seconded. Ayes: all present.

B. STAFF EMAIL AND ELECTRONIC USE POLICY

Suddarth will add language about using library images and information on personal social media sites.

C. INTERNET POLICY

No changes.

XII. OTHER BUSINESS

The October meeting is scheduled for October 17, the third Wednesday of the month.

XIII. ADJOURNMENT

The meeting was adjourned at 9:47 PM.

Respectfully Submitted,

Cindy Keck