

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 11, 2013, 7:30 p.m.

Central DuPage Hospital

0N025 Winfield Rd., Winfield, IL 60190

I. OPENING

The meeting was called to order by Treasurer Bob Brown, in the absence of President Tenyak-O'Connor

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Brown, Shanahan, Keck

Absent: Tenyak-O'Connor, Vanco

Also present: Phil Mustes, Michael Hendricks

IV. APPROVAL OF AGENDA

In the absence of a quorum of the board, the agenda was dispensed with, and the group agreed to review reports and only take action on the allowed payment of bills.

V. CONSENT AGENDA

A. APPROVAL OF MINUTES OF THE AUGUST 14, 2013 MEETING

B. FINANCIAL REPORTS

C. APPROVAL OF BILLS

Keck moved approval of bills as presented; Shanahan seconded. Ayes: all present

VI. COMMUNICATION AND CORRESPONDENCE

A flier about ILA Trustee day was shared.

Literacy DuPage sent notice of their Recognition Luncheon on Oct. 5, where Winfield Library will be recognized as a community partner.

Articles about e-books for college students, and about the innovation lab at the Harold Washington Library were shared.

An advisory from Attorney Ritzman was received, noting that public construction bonds are not only required of a contractor when the amount of the contract is over \$50,000.

VII. CITIZENS TO SPEAK

VIII. REPORTS OF STANDING COMMITTEES

A. FINANCE

i. TAX LEVY

ii. ANNUAL REPORT OF RECEIPTS AND DISBURSEMENTS

B. ADMINISTRATION & PERSONNEL

C. SYSTEM REPRESENTATIVE

D. BUILDING & PROPERTY

IX. LIBRARY DIRECTOR'S REPORT

Building Report: Electric panels had to be changed from plans due to safety reasons. Lower level ceilings have been raised to 8'3". Meeting room flooring has been changed to half tile/half carpet. The lighting and ceilings in the lower level restrooms will be replaced. All changes are within the \$50K contingency amount, and some have saved money overall. Glass is going up on the vestibule. Painting is being done inside. When the builders open the ceiling in youth services to run the new electrical for the alarm system, they will check on what caused the stain. Quotes are being sought for carpeting the upper level by section, so decision to replace any or all carpet can be

made later. Suddarth transferred money from the debt account to checking to make the second payment to Mazur and Sons. Moody's originally gave a quote for a debt certificate, but actually issued a bond, so we received a \$2,500 rebate. Moving of non-fiction area to storage in the new meeting room area is scheduled to begin Oct. 1. Most of October Suddarth anticipates the lower level will be closed, with staff having access to get requested books for patrons. Youth services move to the lower level and beginning to rework the upper level should begin in the first half of November. Elevator is expected the week of Sept. 16.

Zach Sinn, page, has resigned. A replacement has been hired. Suddarth will look at staffing needs and may hire an additional page.

Suddarth attended a meeting about what libraries need to know concerning the Affordable Care Act.

New shelving systems are being looked at.

X. OLD BUSINESS

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

XI. NEW BUSINESS

A. APPOINTMENT OF NEW TRUSTEE

B. SWEARING IN OF NEW TRUSTEE

C. POLICIES

i. STAFF EMAIL/ELECTRONIC USE

ii. INTERNET

XII. OTHER BUSINESS

Board members present chatted with Michael Hendricks regarding his interest in being appointed to fill an open Board position.

Suddarth announced Mary Lou Getz has tendered her resignation effective Sept. 30, 2013. He will interview and hire a new cleaning service temporarily, with further discussions to take place at the October Board meeting.

XIII. ADJOURNMENT

The meeting was adjourned at 8:06 PM