

**WINFIELD PUBLIC LIBRARY  
BOARD OF DIRECTORS  
Meeting of Wednesday, April 16, 2003**

**I. CALL TO ORDER:**

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:30 p.m. on Wednesday, April 16th, 2003, at the Winfield Public Library, Winfield, Illinois, by Kirk Edwards, President.

**II. ROLL CALL:**

**Present:**

Michael Belica  
Robert Brown  
Peter Dopper  
Kirk Edwards  
Carol Tenyak O'Connor  
Kimberly Kreft

**Absent:**

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Karen Hannah

**ALSO PRESENT:** Matthew Suddarth, Director; Jennie Ozark, Village Clerk; Shirley May Byrnes, Executive Director, DuPage Library System; and Denise Zielinski, Director of Public and Special Library Services, DuPage Library System.

**III. REPORT OF MEETING:**

The Minutes from the March 15<sup>th</sup>, 2003 meeting were reviewed. Upon a motion duly made and seconded, the following resolution was unanimously adopted:

**RESOLVED:** that the minutes of the March, 2003 meetings are accepted.

**IV. COMMUNICATIONS AND CORRESPONDENCE:**

- Per capita grant will be received.

**V. CITIZENS TO SPEAK:** Presentation by Shirley May and Denise Zelinski about DLS.

**VI. SWEARING IN OF NEWLY ELECTED TRUSTEES BY JENNIE OZARK:** Carol Tenyak O'Connor, Peter Dopper, Kirk Edwards, and Michael Belica

**VII. FINANCIAL REPORT:**

The report was reviewed and accepted subject to audit.

**VIII. APPROVAL OF BILLS:**

The Director reviewed the bills submitted for payment. Upon a motion duly made and seconded, the following resolution was unanimously adopted:

**RESOLVED:** the bills submitted for payment be approved as presented.

**IX. REPORT OF THE STANDING COMMITTEES:**

**FINANCE-Final tax levy and working budget were presented.**

**ADMINISTRATION AND PERSONNEL- Director's Review. Carol Tenyak O'Connor will email evaluation forms to the Trustees.**

**POLICY- Personnel Policy and Sexual Harassment. Suggested looking into harassment in general and not being limited to sexual harassment. Proposed change was employees are expected to abide by Library policies. Violation of library policy may be grounds for termination. Upon a motion duly made and seconded, the following resolution was unanimously adopted:**

**RESOLVED:** The proposed change to the Personnel Policy was accepted as presented.

**SYSTEM REPRESENTATIVE: Nothing**

**SPECIAL PROJECTS: Nothing**

**BUILDING AND MAINTENANCE: The back light was spray painted orange. Flag light needs to be checked.**

**X LIBRARY DIRECTOR'S REPORT:**

- Sean Warren resigned. Will be accepting application for Library assistant.
- Friends will be having a book sale in May.
- Three new computers are at circulation desk. YS shelving is expected on April 18<sup>th</sup>.
- New Web site is up and running,.

**XI OLD BUSINESS: Nothing**

**XII NEW BUSINESS:**

- Public Library Non-Resident Services-Rules for the public Act 92-0166. Adoption of Fee and / or formula to be used. Upon a motion duly made and seconded, the following resolution was unanimously adopted.

**RESOLVED:** To continue to comply with Act 92-0166.

- **Review the changes to the Dupage Library Systems Bylaws. Board will consist of six Public Library Seats and two At-Large seats. Upon a motion duly made and seconded, the following resolution was unanimously adopted:**  
**RESOLVED: Karen Hannah is authorized to vote on behalf of the board concerning changes to DLS bylaws.**
- **Officer election. The following Trustees were elected as Officers.**

**President: Carol Tenyak O'Connor**

**Treasurer: Robert Brown**

**Secretary: Kim Kreft**

- **A Roll Call vote was taken to move into Executive Session to discuss a personnel matter.**  
**Michael Belica, Robert Brown, Peter Dopper, Kirk Edwards, Kimberly Kreft, and Carol Tenyak O'Connor**
- **After the discussion a Roll Call vote was taken to move back into open session.**  
**Michael Belica, Robert Brown, Peter Dopper, Kirk Edwards, Kimberly Kreft and Carol Tenyak O'Connor**

**XIII. NEXT MEETING:**

**It was the consensus of the Board of Directors that the next meeting be at 7:30 pm on May 21, 2002.**

**XIV. ADJOURNMENT:**

**There being no further business, upon a motion duly made and seconded, the meeting was adjourned at 9:02 pm.**

**Kimberly Kreft  
Secretary**