

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 18, 2004**

**I. Roll Call**

Carol Tenyak O'Connor called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. The roll call was taken as follows:

Present:

Carol Tenyak O'Connor  
Peter Dopper  
Karen Hannah  
Robert Brown

Absent:

Linda McNamara  
Kirk Edwards  
Michael Belica

Also present: Sherry Lauterbach from Lauterbach & Amen LLP

**II. Minutes**

The minutes from the January 21, 2004 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes.

At this point the Board agreed to vary from the agenda to allow Ms. Lauterbach to give a presentation and clarification of the Governmental Accounting Standards Board (GASB) accounting rules.

**III. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. A letter from the Illinois Secretary of State and State Librarian stating we will be receiving our annual per capita grant.
- B. A letter from Roy Groesbeck, our auditor regarding the Sarbanes-Oxley Act of 2002.
- C. Various correspondences from DLS.
- D. Information regarding the upcoming program on finance and legal information for trustees to be held at Suburban Library System.

**IV. Citizens to Speak**

None

**V. Financial Report**

The financial report was reviewed and accepted subject to audit.

**VI. Approval of Bills**

The disbursements for the month of February were reviewed and on a motion made and seconded the Trustees unanimously approved the bills as presented.

**VII. Report of the Standing Committees**

- A. Finance – Presentation by Sherry Lauterbach
- B. Administration & Personnel – none
- C. Policy – The General Policy was accepted as presented. Discussion concerning the Internet Policy is tabled until the March meeting.
- D. System Representative – No report.
- E. Special Projects – No report.
- F. Building and Property – Covered in Library Director's report.

**VIII. Library Director's Report**

- A. Katie Clark has filled the Interlibrary Loan position.
- B. Winfield Library Friend's have donated \$2000.00 to the library for the purchase of a die cutting machine and shelving for the book sale area.
- C. Mr. Suddarth presented summaries of various meetings he attended.
- D. Sente Rubel continues to work on the feasibility study with a presentation scheduled for March 2004.
- E. The staff has been looking at ways to reconfigure the fiction shelving.
- F. The first adult craft program was held February 7.

**IX. Old Business**

None

**X. New Business**

None

**XI. Other Business**

Bids will be taken for parking lot seal coating and payroll services.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:27 p.m. The next meeting is set for March 17, 2004 at 7:00 p.m.

Respectfully submitted,  
Peter A. Dopper, Secretary