

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 16, 2005**

**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:	Absent:
Carol Tenyak O'Connor	
Robert Brown	
Karen Hannah	
Kirk Edwards	
Linda McNamara	
Michael Belica	
Peter Dopper (arrived at 7:45 p.m.)	
Matthew Suddarth, Library Director	

**II. Minutes**

The minutes from the January 12, 2005 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes with Karen Hannah abstaining.

**III. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. A letter from the attorney regarding petitions for candidates.
- B. A letter from the State Treasurer's office regarding a program about "Illinois Funds" accounts.
- C. A letter from Bank One with information regarding changes to accounts.
- D. Email concerning a child's behavior in the Library.
- E. Notification of the deadline for grants to participate in National Legislative Day in Washington, D.C.
- F. A letter from the Secretary of State stating that we will receive this year's per capita grant in the amount of \$10,888.78.
- G. The mailing of a letter to Gordon Cole, Village Manager in support of the pedestrian underpass.
- H. Notification that the Library will not receive a dividend on the unemployment insurance premium.
- I. Information from our attorney regarding possible changes to the confidentiality act and an update on the ethics ordinance.
- J. A letter from resident Tony Reyes asking the library board to attend a press conference regarding the Shelburne Farms development

**IV. Citizens to Speak**

None.

**V. Financial Report**

The financial report was 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. Reports of the Standing Committees**

A. Finance

On a motion made and seconded the Trustees unanimously approved the appropriations budget as submitted.

B. Administration & Personnel – no report.

C. Policy

On a motion made and seconded the Board moved to authorize a draft of a policy regarding the hiring of relatives. The motion passed with Robert Brown opposing and Carol Tenyak-O'Connor abstaining.

D. System Representative – deferred to Director's report.

E. Special Projects – no report.

F. Building and Property – deferred to Director's report.

**VIII. Library Director's Report**

A. Matthew Suddarth reviewed the changes in the employee health insurance because of the changes in plans by the Village.

B. Building issues were updated with a summary of the emergency lighting improvements and fire inspection.

C. Reports on various meetings attended.

D. Reports on various library programs.

E. Update to the library's website.

**IX. Old Business**

The long range planning committee will organize meetings with building consultants.

**X. New Business**

The Board reviewed the "Public Relations and Marketing" standards in *Serving our Public*.

**XI. Closed Session**

At 9:05 p.m. a roll call vote was taken and the Board unanimously approved moving to closed session for the purpose of discussing a potential real estate purchase (5 ILCS 102/2(c)(5)) and the Library Director's annual review (5 ILCS 120/2 (c)(1)).

At 10:02 p.m. a roll call vote was taken and the Board unanimously approved moving back to open session.

On a motion made and seconded, the Trustees unanimously approved having Carol Tenyak O'Connor and Michael Belica finalize the option to purchase the property at 0S286 Church St.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 10:04 p.m. The next meeting is set for March 16, 2005 at 7:30 p.m.

Respectfully submitted,  
Peter A. Dopfer, Secretary