

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**July 16, 2003**

I. Roll Call

Robert Brown called the meeting to order at 7:45p.m.with the Pledge of Allegiance. The roll call was taken as follows:

Present:

Michael Belica  
Peter Dopper  
Kirk Edwards  
Karen Hannah  
Bob Brown

Absent

Carol Tenyak O'Connor  
Kimberly Kreft

II. Minutes

The minutes from the June 18, 2003 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes as presented.

III. Communication and Correspondence

Matthew Suddarth reported the following:

- A. We received a photo of a library in New Zealand from Roger Ritzman, the library's attorney.
- B. Information concerning CIPA requirements and LSTA grants.
- C. An invitation to participate in the Good Old Days parade.
- D. Notices of DuPage Library System meetings.
- E. A change in compensation for proctoring Real Estate Institute exams with money being donated to the Friends of Winfield Library.
- F. Responses from various architecture firms concerning interest in building needs.

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 July 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-No Report
- B. Administration and Personnel-No Report

- C. Policy - Upon a motion made and approved unanimously the phrase “Friends of the Library” was changed to “Winfield Library Friends” in the friend’s policy. On a motion made and approved the Trustees unanimously voted to change the Internet Policy from demanding that patrons purchase computer discs from the library to advising that discs are available for purchase.
- D. System Representative-Karen Hannah reported on changes concerning the need to videotape Executive Sessions and archive the record for 18 months.
- E. Special Projects-No Report
- F. Building and Property-Karen provided information on hiring a consultant to assist in expansion expenses. Matt advised that by asking for proposals we should receive responses from consultants.

VIII. Library Director’s Report

- A. The annual audit is complete. Groesbeck would like to attend the August meeting.
- B. The disposition of various donation money was discussed.
- C. LibraryU.org has online classes available for trustees.

IX Old Business- None

X. New Business

- A. Trustees should have library walk-through forms turned in by 8/13.
- B. The “Physical Library” section of Serving Our Public was reviewed.
- C. Matt will review our disaster plan.

XI. Other Business

- A. Kirk Edwards will continue as Ethics Officer
- B. Discussion was held regarding the matching of dates on reciprocal borrower cards. Expiration dates will now be the lesser of three years or matching the home library expiration.
- C. Matt will research counter tops for the computer room.
- D. Matt will attend the Illinois Library Association meeting.
- E. Old business at the next meeting will be the acceptance of Kimberly Kreft’s resignation.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 8:40P.M. The next meeting is set for August 20 at 7:30P.M.

Respectfully submitted by,  
Peter A. Dopper Secretary