

Winfield Public Library
Board of Directors
Meeting of Wednesday, June 19, 2002

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, June 19, 2002, at the Winfield Public Library, Winfield, Illinois.

II. ROLL CALL:

Present: Absent:

Robert Brown Kimberly Kreft

Karen Hannah

Kirk Edwards

Carol Tenyak O'Connor

Hari Soni

Candace Zacher

ALSO PRESENT: Georgianna Pulver

III. REPORT OF MEETING:

The Minutes from the May 15, 2002 were reviewed. Upon a motion duly made and seconded, the following resolution was adopted and approved by the majority. Bob Brown abstained

RESOLVED: that the minutes of the May 15, 2002 meeting be accepted.

IV. COMMUNICATIONS AND CORRESPONDENCE:

Georgianna Pulver gave notice to the Board of her decision to resign her position as Director of the Library as of October 4, 2002. She will be moving back to Maine to be closer to her family. (Further discussion of next steps will be found under the section, REPORTS OF THE STANDING COMMITTEE.)

A letter from the DuPage Library System was distributed to board members inviting anyone to an information session on serving as replacements to current representatives and to help shape the future of the library services in DuPage County

V. CITIZENS TO SPEAK: None

VI. FINANCIAL REPORT:

A. RESOLUTION TO TRANSFER GENERAL FUNDS TO SPECIAL FUNDS

The Directors reviewed the resolution. Upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED: the transfer of \$2000.00 general funds to special funds for building expenses be approved as presented.

The financial report was also reviewed and accepted.

VII. APPROVAL OF BILLS:

The Directors 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.

VIII. REPORT OF THE STANDING COMMITTEES:

FINANCE - Nothing

ADMINISTRATION AND PERSONNEL

Discussion regarding the Director's letter of resignation centered on the process to use to identify a new Director. Suggestions included the use of advertising in the trade journals. The Director indicated she would provide us with names of journals. Carol Tenyak O'Connor will review initial responses to our future ads as head of the Personnel Committee. There will be two rounds of interviews. The first with Carol and another board member and then a final interview of final candidates with the full board.

SYSTEM REPRESENTATIVE: - Nothing

BUILDING AND PROPERTY - Nothing

POLICY

1. COLLECTION AND POLICY REVIEW

No recommendation on library collection policy - No change.

2. BYLAWS - TRUSTEE REMOVAL LEGAL REVIEW

Carol Tenyak O'Connor will review and give us recommendation.

3. TELECONFERENCING/ELECTRONIC PARTICIPATION

Carol Tenyak O'Connor will also review and give us a recommendation.

IX. LIBRARY DIRECTOR'S REPORT

Summer reading program is in full swing and going well.

Summer book sale is coming up June 28 & 29. A new Garage Sale of older equipment and things will also be on those dates.

A new circulation assistant, Ashley Sattler will be working part time for the library.

Federal E-Rate funds were received for part of our telecommunication and Internet costs.

A Philadelphia court case struck down the requirement of using filters on the Internet. A future meeting discussion will take place regarding some changes to our Internet policy.

The Per Capital Grant Application and Annual Report were completed.

The library audit will begin June 24.

Staff has attended Gates computer training

The library is now selling non-resident cards. Two have been sold so far. The library will be scheduling 3 different classes on Internet usage and searching strategies. One will be geared for high school students, the second for elementary age children, and the other one for adults. Scheduled for third week of August - right before school starts.

X. OLD BUSINESS

A. REVIEW LONG RANGE PLAN - BUILDING PROGRAM NEEDS

A review of the 5-year plan was discussed. Various projects and ideas over this period of time were presented for review.

B. REVIEW OF MINUTES OF CLOSED SESSIONS

The review was postponed since the board did not have the minutes.

XI. NEW BUSINESS

A. GIFT BAN POLICY - RE-ADOPT GIFT BAN POLICY PER STATE MANDATE

The Directors reviewed the policy. Upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED: the gift ban policy be approved as presented.

B. PER CAPITA GRANT 02 -

The Directors reviewed the PER CAPITA GRANT 02. Upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED: the per capita grant 02 be approved as presented.

C. ANNUAL REPORT 02

The Directors reviewed the Annual Report. Upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED: the annual report 02 be approved as presented.

XII. SERVING THE PUBLIC

A. COLLECTION DEVELOPMENT

A review of the section in the blue book occurred. There were no additional comments.

B. REVIEW DRAFT OF ADDITIONS TO REVISED EDITION 1997 - "CHAPTER IV - COLLECTION MANAGEMENT ELECTRONIC RESOURCES, WORKSTATIONS"

A Revised Version of the text was provided for the boards review and interest.

XIII. OTHER BUSINESS - There was no other business

XIV. ADJOURNMENT

The next meeting of the Board of Directors will be 7:30 p.m. July 17, 2002. The being no further business, upon a motion duly made and seconded, the meeting was adjourned at 9:00 p.m.