

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 16, 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:	Absent:
Carol Tenyak O'Connor	Michael Belica
Robert Brown	
Peter Dopper	
Karen Hannah	
Kirk Edwards	
Linda McNamara	
Matthew Suddarth, Library Director	

II. Minutes

The minutes from the May 19, 2004 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes with Carol Tenyak-O'Connor abstaining.

III. Communication and Correspondence

Matthew Suddarth reported the following:

- A. The Library received a thank you note from the Messengers of Mercy for the Friends' book donation.
- B. A thank you from the Winfield Historical Society for help at their annual 10K run.
- C. Upcoming DLS meeting dates.
- D. Information on the Good Old Days Parade.

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 June 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 – On a motion made and seconded the Board unanimously approved the Collection Development Policy as revised. Additionally, on a motion made and seconded the board unanimously approved adoption of the Friends of the Library policy as amended for grammatical correctness. Finally, the Board unanimously approved maintaining the Winfield Public Library Volunteer Policy as written.
- D. System Representative – no report
- E. Special Projects – no report
- F. Building and Property – parking lot seal coating finished but the patch is not done yet. The air conditioner needs a new compressor.

VIII. Library Director's Report

- A. Winfield Library Friends held a book sale May 13-15.
- B. 27 people attended the historical program on April 22.
- C. New computers purchased with the per capita grant have been installed.
- D. Mr. Suddarth reported on his attendance at the Small Public Library Management Institute given by the Illinois State Library June 6-11.
- E. Staff in-service day was held on May 21. Issues reviewed included the new Internet procedures.
- F. Two payroll cycles have been completed with Precision Payroll.

IX. Old Business

- A. A committee was formed to review the Mission Statement.
- B. A committee was formed to review the Library's Five-Year Plan.
- C. On a motion made and unanimously approved the board accepted the Tax Increment Financing Impact Statement as written.

X. New Business

- A. On motions made and seconded the Board unanimously approved loaning surplus computer equipment to the Wood Dale Public Library.
- B. Mr. Suddarth will explore the idea of combining our staff in-service day with that of the West Chicago Public Library.

XI. Other Business

None.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:25 p.m. The next meeting is set for July 21, 2004 at 7:30 p.m.

Respectfully submitted,
Peter A. Dopper, Secretary