

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 14, 2006**

I. Roll Call

Karen Hannah called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. The roll call was taken as follows:

Present:	Absent:
Karen Hannah	Linda McNamara
Peter Dopper	Michael Belica
Robert Brown	
Carol Tenyak-O'Connor	
Laura Slivinski	
Matthew Suddarth, Library Director	

II. Approval of Minutes

On a motion made and seconded, the board approved the minutes of the April 12, 2006, May 10, 2006, and May 20, 2006 meetings with a correction to the April 12, 2006 minutes.

III. Financial Report

Due to the presence of the library's accountant, Sherry Lauterbach, review of the contract with the accounting firm was moved from old business to this part of the meeting. Ms. Lauterbach explained the balance sheet and operating statement in detail to the board and answered questions as they came up. Upon completion of discussions regarding the accounting contract, the board on a motion made and seconded, unanimously approved the contract for accounting services with Lauterbach and Amen for a three year period. Included in the agreement was the inclusion in the monthly statements of fund reserves at no additional cost.

The June financial report was approved subject to audit.

IV. Communication and Correspondence

Matthew Suddarth reported the following:

- A. Each trustee has received a copy of the library's annual report summary that he prepared.
- B. There were several articles of interest for the trustees to read.
- C. Updates from the DuPage Library System about various library matters.

V. Citizens to Speak

None.

VI. Approval of Bills

On a motion made and seconded, the board unanimously approved the bills for the month of June.

VII. Reports of the Standing Committees

- A. Finance
No report.
- B. Administration and Personnel
On a motion made and seconded the board unanimously approved changes to the tuition reimbursement policy. Matthew Suddarth will write a formal change to the personnel policy and present it at the July meeting.
- C. Policy
On motions made, seconded and unanimously approved the Collection Development Policy was approved as changed, the Friends policy will remain as written, and the Volunteer policy was approved as amended.
- D. System Representative
DuPage Library System is celebrating its 41st anniversary this year.
- E. Special Projects
Laura Slivinski agreed to head the parade committee this year.
- F. Building and Property
A decision regarding adding handicap parking and sealcoating the parking lot was postponed until after a review of the walkthrough forms by the board.

VIII. Library Director's Report

Matthew Suddarth reported the following:

- A. Changes in the arrangement of the building.
- B. Legislative issues
- C. Update on programs.
- D. A summary of various meetings attended.

IX. Old Business

- A. Accounting contract
This item was discussed earlier.
- B. Mission statement and long range plan
After a discussion regarding the proposed mission statement, on a motion made and seconded, the board unanimously approved a changed statement.

X. New Business

The board reviewed the chapter regarding collection management in *Serving Our Public: Standards for Illinois Libraries*.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 10:27 p.m. The next meeting is set for July 12, 2006 at 7:30 p.m.

Respectfully submitted,
Peter A. Dopfer, Secretary