

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**June 13, 2007**

**I. Call to Order**

The meeting of the Winfield Public Library Board of Trustees was called to order at 7:40 p.m. on June 13, 2007 at the Winfield Public Library by Carol Tenyak-O'Connor, Board President.

**II. Roll Call**

Present:

Karen Hannah

Laura Slivinski

Robert Brown

Carol Tenyak-O'Connor

Michael Belica

Absent:

Linda McNamara

Matthew Suddarth, Library Director

Also present: Cindy Keck

**III. Approval of Agenda**

Upon a motion made and seconded, the Board unanimously approved the agenda.

**IV. Consent agenda**

On a motion made and seconded, the board unanimously approved the consent agenda.

**V. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. The library received several thank you notes for help we have given to different community organizations.
- B. An update on legislative activities.
- C. An article about Internet filtering.
- D. The DuPage Library System board meeting date has changed.

**VI. Citizens to Speak**

None.

**VII. Reports of the Standing Committees**

A. Finance

No report.

B. Administration and Personnel

No report.

## **VIII. Library Director's Report**

Matthew Suddarth reported the following:

- A. The library has had the new water meter installed and the carpet was cleaned on June 8.
- B. There are several bills that have been passed by the Illinois State Legislature including a change to the confidentiality act and the number of signatures a person running for library trustee needs in order to file a petition to run. Carol Tenyak-O'Connor requested a copy of the confidentiality bill.
- C. The library held its staff in-service on May 25.
- D. Two staff attended the "Reaching Forward" conference.
- E. An update on program activities.
- F. Various meetings attended.

## **IX. Old Business**

### **A. Strategic Planning/Survey**

There was a discussion of the final form of the document and a suggestion of exploring the option of a building project to work toward the fourth goal. For July, the board seeks to be ready to finalize the plan goals and objectives. Regarding Goal #4, there will be a separate agenda item at the July meeting to discuss space needs planning and possibly forming a committee to deal with this item. Carol asked Matthew to clarify with Steve Larson of Ehlers & Associates, and Roger Ritzman, library attorney the applicability of the term "library district" in any financial matters.

### **B. Sealcoating/Handicap Parking**

Matthew Suddarth was asked to have the dead trees near the parking lot removed before doing the project.

### **C. Committee appointments**

Michael Belica was nominated for the administration and personnel committee.

## **X. New Business**

### **A. Appointment of new trustee to fill vacant position**

It was decided that the availability of the board position will be posted June 10, 2007. Applications will be submitted to Linda McNamara.

### **B. Policy**

Collection development – The board decided to review the fiction checklist and to change the procedure for review. The board will review the policy again at the July meeting.

Circulation – the board made a number of changes and on a motion made and seconded, unanimously approved the policy as amended. The board will review the policy again at the September meeting to evaluate a trial change to some of the loan periods.

Confidentiality – the board reviewed the policy and made no changes.

Interlibrary loan – the board made several changes and upon a motion made and seconded, unanimously approved the policy as changed.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:35 p.m. The next meeting of the board is scheduled for Wednesday, July 11, 2007 at 7:00 p.m.

Respectfully submitted,  
Laura Slivinski, Secretary