

**Winfield Public Library
Board of Directors
Meeting of Wednesday, March 20, 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, March 20, 2002, at the Winfield Public Library, Winfield, Illinois, by Kirk Edwards, President

II. ROLL CALL:

Present:

Robert Brown

Kirk Edwards

Carol Tenyak O'Connor

Kimberly Kreft

Hari Soni

Candace Zacher

ALSO PRESENT: Georgianna Pulver, Library Director and Jenni Ozark

Absent:

Karen Hannah

III. SWEARING IN OF CANDACE ZACHER AS TRUSTEE

IV. REPORT OF MEETING:

The Minutes from the February 20th 2002 were reviewed. It was requested that the new fee for non-resident fee is placed in the minutes and a Roll Call is added in and out of executive session. Upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED: that the amended minutes of the February 20th, 2002 meeting be accepted

V. COMMUNICATIONS AND CORRESPONDENCE: Invitation to the Library Administrators Conference was received

VI. CITIZENS TO SPEAK: None

VII. FINANCIAL REPORT:

The report was reviewed and accepted subject to audit.

VIII. 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.

IX. REPORT OF THE STANDING COMMITTEES:

FINANCE - Presentation of the initial tax levy numbers.

ADMINISTRATION AND PERSONNEL - Still need Director's Review Evaluations from Trustees.

SYSTEM REPRESENTATIVE - Update on the meeting concerning Non resident cards.

SPECIAL PROJECTS - Nothing

BUILDING AND PROPERTY - Nothing

POLICY - Reviewed the Personnel, Sexual Harassment, and Drug and Alcohol Free Policies. No revisions are necessary to the policies at this time.

X. LIBRARY DIRECTOR'S REPORT:

- 250 people participated in the survey in March. The results will be presented on April 17th, 2002
- The revenue from the book sale was \$639.00
- Krispy Kreme brought in \$440.50 in profit and \$115.00 in donations for the Friends group
- The Tax Night Party is Monday, April 15th, 2002

XII. NEW BUSINESS:

- Reviewed the Outdoor Maintenance Contract from Sitarz Landscaping. Upon a motion duly made and seconded the following resolution was unanimously adopted:
RESOLVED: Approval of the Maintenance Contract with Sitarz.
- Reviewed quotes for the replacement of four ceiling fans. It was decided that the fans be purchased through SAAS Electric for \$1810.00. This was for the purchase of commercial grade fans. The other quote was for residential grade fans, which were not suitable.

RESOLVED: The purchase of the fans through SAAS Electric was approved.

XIII. NEXT MEETING:

It was the consensus of the Board of Directors that the next meeting be at 7:30 pm on April 17, 2002.

XIV. ADJOURNMENT:

There being no further business, upon a motion duly made and seconded, the meeting was adjourned at 8:42 PM