

WINFIELD PUBLIC LIBRARY
BOARD OF DIRECTORS
Meeting of Wednesday March 19, 2003

I. CALL TO ORDER:

Kirk Edwards, President, called the meeting of the Winfield Public Library Board of Trustees to order at 7:35 P.M. on Wednesday, March 19, 2003 at the Winfield Public Library, Winfield, Illinois. Karen Hannah acted as Secretary.

II. ROLL CALL:

Present:

Robert Brown
Peter Dopper
Kirk Edwards
Karen Hannah

Absent:

Kimberly Kreft
Carol Tenyak O'Connor
Hari Soni

Also Present: Matthew Suddarth

III. REPORT OF PREVIOUS MEETING:

Minutes of the January meeting were still not available due to ill health in the Kreft family. Minutes of the meeting February 19, 2003 were reviewed and approved by the board.

IV. COMMUNICATION AND CORRESPONDENCE:

- A letter of appreciation for the Illinois grant funds aiding the on going historical programs yielded a prompt and supportive response from Representative Peter Roskam.

- Illinois Public Library Report Packet was discussed.

- Library's attorney will be attending a training session for library lawyers.

- Two possible sources of memorial funds may be donated to the library. It was the consensus of the board that such funds should be directed to the Winfield Library Friends group.

V. CITIZENS TO SPEAK: None.

VI. FINANCIAL REPORT:

The report was reviewed and accepted subject to audit.

VII. APPROVAL OF BILLS:

Upon review the following resolution was duly made and seconded:
Resolved: the bills submitted for payment be approved as submitted. The resolution was passed unanimously.

VIII. STANDING COMMITTEES:

FINANCE – No Report

ADMINISTRATION AND PERSONNEL – The pending personnel matter was further discussed. Any contact with staff should be handled through the library’s attorney.

SYSTEM REPRESENTATIVE – Both the zIllane response and the new voting regulations for the DuPage Library system elections will be voted on at this month’s meeting. Look for more news soon. A “Meet Your Board Members Night/Saturday” was mentioned.

SPECIAL PROJECTS – None

BUILDING AND PROPERTY – Parking lot lights have been replaced.

POLICY – Personnel, Sexual Harassment and Drug and Alcohol Free Library Policies were reviewed. It was suggested that language from the Drug and Alcohol Policy and the Sexual Harassment Policy be incorporated into the Personnel Policy.

IX. LIBRARY DIRECTOR’S REPORT:

- Appropriations budget needed the secretary’s signature to be sent to the village. With board approval, the acting secretary, Karen Hannah, signed the document.
- Library Friends group will be holding a book sale May 8,9,10 . Additionally the group will be providing give-aways for National Library Week in April.
- The historical program series seems plagued with snowstorms, which has lowered attendance.
- Mr. Suddarth has attended many meetings this month including – Legislative Breakfast, zIllane response, Winfield Library Friends, GASB34 workshop regarding changes to future financial reporting practices, Symposium on “Building the Perfect Library.”

X. OLD BUSINESS:

- General Policy and Circulation Policy were approved Internet Policy was approved with the addition of language in the policy regarding signs that will designate which computer terminals have Internet access.
- Plaque for Gerogianna’s commemorative statue was presented.

X. NEW BUSINESS:

- The directors approved the proposal from Sitarz Landscape and Maintenance for the Library’s grounds maintenance for the upcoming season.
- Matthew will be working on additional adult programming.

XI. NEXT MEETING:

It was the consensus of the Board of Directors that the next meeting be held at 7:30 P.M. on Wednesday April 16, 2003.

XII. ADJOURNMENT: There being no further business, upon a motion duly made and seconded, the meeting was adjourned at 8:37 P.M.

Respectfully Submitted by:
Karen H. Hannah
Acting Secretary