

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 12, 2008**

**I. Call to Order**

The meeting of the Winfield Public Library Board of Trustees was called to order with the Pledge of Allegiance at 7:30 p.m. by Carol Tenyak-O'Connor, board president.

**II. Roll Call**

Present:	Absent:
Laura Slivinski	None
Robert Brown	
Karen Hannah	
Cindy Keck	
Michael Belica	
Carol Tenyak-O'Connor	
Linda McNamara	

Matthew Suddarth, library director

**III. Approval of Agenda**

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

**IV. Consent Agenda**

On a motion made and seconded, the trustees approved the consent agenda with abstentions by Laura Slivinski and Linda McNamara.

**V. Communication and Correspondence**

Matthew Suddarth presented the following:

- A. An invitation from the Roselle Public Library to a welcome reception in honor their new director, Lisa Poignant.
- B. Proposed rules changes to the Family and Medical Leave Act.
- C. A letter from our landscaping company about the availability of salt.
- D. A newsletter from Ehlers and Associates.

**VI. Citizens to Speak**

None.

**VII. Reports of the Standing Committees**

- A. Finance – The board reviewed and on a motion made and seconded, unanimously approved the appropriations budget for fiscal year 2008-2009.
- B. Administration & Personnel – On a unanimous roll call vote, the board entered in to closed session to discuss the library director's annual review as allowed in

through Illinois Statute 5 ILCS 120/2 (c)(1). The board unanimously opened the meeting on a roll call vote.

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

Matthew Suddarth reported the following:

- A. There were some problems with the soil tests. The contractor removed the crabapple tree at the north end of the building and cut the power to the parking lot lights. We are working with them to resolve the issues.
- B. The wireless network is ready pending approval of the policy and testing of the network.
- C. A representative from Houseal/Lavigne, the company conducting the village's town center market survey, contacted Matthew Suddarth about the issues the library is facing and how the town center affects the library.

### **IX. Old Business**

#### **A. Facility Plan Committee**

There was a discussion about the soil borings. Discussion of the contract for architectural services from Newman Architecture was tabled until the April meeting.

#### **B. Board Value Statement**

Robert Brown presented a sample of another statement. The board discussed it and postponed the item until the April meeting.

#### **C. Photocopier Proposal**

Matthew Suddarth presented the proposals for replacement of our photocopier. After a discussion, on a motion made and seconded, the board voted unanimously to approve up to \$12,000 for the purchase of a new copier, coin box, and print release station.

#### **D. Internet Policy**

Following a discussion, on a motion made and seconded, the board unanimously approved the policy.

#### **E. Microform Reader/Printer**

After a discussion about the needs for a new machine, the board instructed Matthew Suddarth to apply for a grant from the Illinois State Library to purchase a new machine.

### **X. New Business**

#### **A. Audit Proposal**

On a motion made and seconded, the board unanimously approved Mueller & Co., LLP to conduct the library's annual audit.

#### **B. Personnel Policy**

The board reviewed the policy and made no changes.

#### **C. Family Policy**

The board reviewed the policy and made no changes.

#### **D. Harassment Policy**

The board reviewed the policy and made no changes.

#### **E. Drug and Alcohol Free Library Policy**

The board reviewed the policy and made no changes.

F. Serving Our Public

The board reviewed the chapter titled “Personnel” in *Serving our Public: Standards for Illinois Libraries*.

**XI. Adjournment**

On a motion made and seconded, the trustees unanimously approved the adjournment of the meeting at 9:20 p.m.

Respectfully submitted,  
Laura Slivinski, secretary