

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

May 21, 2003

I. Roll Call

Carol O'Connor called the meeting to order at 7:34 with the Pledge of Allegiance. The roll call was taken -

Present

Carol O'Connor  
Karen Hannah  
Michael Belica  
Peter Dopper  
Kirk Edwards

Absent

Kim Kreft  
Bob Brown

Also in attendance was Matthew Suddarth, Library Director.

II. Swearing in of Elected Trustee

Karen Hannah was duly sworn in as a Library Trustee.

III. Minutes

The minutes from the meetings of January 14, 2003 and from April 16, 2003 were reviewed and on a motion made and seconded the Trustees unanimously approved the meeting minutes as presented.

IV. Communication and Correspondence

Mr. Suddarth announced the receipt of \$150 gift from the Winfield Junior Women's Club. He also shared a note from the Former Library Director, Georgianna Pulver, and advised there would be a workshop coming up on parliamentary procedure.

V. Citizens to Speak

None

VI. Financial Report

The financial report was reviewed and accepted subject to audit.

VII. Approval of the Bills

The disbursements for the month of May were reviewed and on a motion made and seconded the Trustees unanimously approved the Bills as presented.

VIII. Report of the Standing Committees

- a. Finance – the working budget for fiscal year ending April 30, 2004 was reviewed in detail and on a motion made and seconded the Trustees unanimously approved the working budget as presented.

The Maintenance Levy for fiscal year ending April 30, 2004 was reviewed and on a motion made and seconded the Trustees unanimously approved the Maintenance Levy as presented.

- b. Administration and Personnel – On a motion made and seconded the Trustees unanimously approved the meeting was moved to Executive Session to review the Library Director’s performance.

On a motion made and seconded the Trustees unanimously approved the meeting be moved back to Open Session and on a motion made and seconded the Trustees unanimously approved that the Library Director’s performance meets expectations and therefore the Trustees will extend the terms of the original offer letter.

- c. Policy – No report
- d. System Representative – Ms Hannah discussed the future of system consolidation. She also reviewed impact of State budget cuts on Libraries. She also announced there was a new Scholarship program beginning for library studies.
- e. Special Projects – No report
- f. Building and Property – Mr. Suddarth stated he had checked on the lights for the flagpole and found they were not burnt out, but rather needed adjustment to shine on the flag. He would be seeking to do this shortly.

IX. Library Directors Report

- a. The library has purchased a microfilm scanner using per capita grant monies.
- b. The Winfield Library Friend’s book sale was held May 8-10 and was successful.
- c. Staff in-service day planning is complete.
- d. Per the board’s recommendation, Karen Hannah instructed Mr. Suddarth to vote “Yes” for the DLS bylaws change.

X. Old Business – None

XI. New Business

- a. The proposal from Lauterbach & Amen for accounting services was reviewed and on a motion made and seconded the Trustees unanimously approved acceptance of the proposal. It was also approved to seek competitive bids for this service in 2004.

- b. A resolution formally adopting a Section 125 Plan for Library employees was presented and on a motion made and seconded the Trustees unanimously approved the resolution as presented.
- c. A resolution to approve new signatures on the Bank Accounts was postponed until the June meeting.
- d. New Standing Committee appointments were made as follows –
  - Finance – Bob Brown
  - Administration and Personnel – Kirk Edwards
  - Policy - Michael Belica
  - System Representative – Karen Hannah
  - Special Projects – Peter Dopper
  - Building and Property – Kim Kreft
- e. Closed Session minutes were reviewed as required.
- f. The Long Range Plan and Mission were discussed and revised as appropriate.
- g. The Personnel section of *Serving our Public* was reviewed.
- h. The discussion of adding an additional officer was tabled until the June meeting.

On a motion made and seconded, the Trustees unanimously approved adjourning the meeting at 9:43pm. The next meeting was set for June 18 at 7:30pm.