

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 19, 2004

I. Roll call

Robert Brown called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. The roll call was taken as follows:

Present:	Absent:
Robert Brown	Carol Tenyak-O'Connor
Peter Dopper	
Karen Hannah	
Kirk Edwards	
Linda McNamara	
Michael Belica	
Matthew Suddarth, Library Director	

II. Minutes

The minutes of the April 21, 2004 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes.

III. Communication and Correspondence

Matthew Suddarth reported that the Village of Winfield sent a letter inviting members to attend a meeting regarding the Tax Increment Financing District the Village is creating. At this time the Board discussed the impact of the TIF on the library and it was decided to prepare a position paper regarding the TIF. Karen Hannah graciously agreed to begin the project.

IV. Citizens to Speak

None

V. Financial Report

The financial report was reviewed and accepted subject to audit.

VI. Approval of 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.

VII. Report of the Standing Committees

A. Finance

1. The working budget for fiscal year 2004 – 2005 was presented and on a motion made and seconded the unanimously approved.
2. On a motion made and seconded the trustees approved the building and maintenance levy for 2004 – 2005 as presented and asked the Village Board to pass it.

B. Administration & Personnel

At 8:10 p.m. a roll call vote was taken and the Trustees unanimously approved moving to executive session to review and approve staff salaries. The Board returned to open session at 9:00 p.m.

C. Policy

On a motion made and seconded, the Board unanimously approved adoption of the harassment policy as amended. Additionally, on a motion made and seconded the Board unanimously approved adoption of the Family Medical Leave policy as amended.

D. System Representative

No report.

E. Special Projects

No report.

F. Building and Property

No report.

VIII. Library Director's Report

Matthew Suddarth reported the following:

A. Winfield Library Friend's held a book sale May 13 – 15.

B. 27 people attended the historical series program on April 22.

C. New computers purchased with per capita grant funds have been installed.

D. Mr. Suddarth will be attending the Small Public Library Management Institute hosted by the Illinois State Library June 6-11.

E. Payroll is now being handled by Precision Payroll.

IX. Old Business

On a motion made and seconded, the board unanimously approved Midwest Sealcoat to repair and sealcoat the parking lot.

X. New Business

On motions made and seconded the Board unanimously approved the following officers for 2004 – 2005:

President: Carol Tenyak-O'Connor

Treasurer: Robert Brown

Secretary: Peter Dopper

Discussion regarding the Library's Mission Statement and Long Range Plan were tabled until the June meeting.

XI. Other Business

None.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:45 p.m. The next meeting is set for June 16, 2004 at 7:30 p.m.

Respectfully submitted,
Peter A. Dopper, Secretary