

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 25, 2005**

Prior to the start of the meeting, Peter Dopper, Secretary, swore in trustees Robert Brown and Linda McNamara.

I. Roll Call

Carol Tenyak-O'Connor called the meeting to order at 7:35 p.m. with the Pledge of Allegiance. The roll call was taken as follows:

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

II. Minutes

The minutes from the April 20, 2005 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes with Peter Dopper abstaining.

III. Communication and Correspondence

Matthew Suddarth reported the following:

- A. A letter from Main Street Winfield regarding their "Summer Celebration" program.
- B. Review of various federal legislation.
- C. Review of various pending state legislation.
- D. Correspondence from attorney Roger Ritzman concerning the Cherry Valley case.
- E. Communication from resident Bob Hall regarding TIF districts.
- F. Information on HB 1882 raising the bid procurement level from \$10,000 to \$20,000.
- G. Information regarding our Illinois Funds accounts.
- H. A thank you from Main Street Winfield for participation in the village cleanup.

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. Reports of the Standing Committees

- A. Finance: On a motion made seconded the Trustees unanimously approved the working budget as submitted. On a motion made and seconded the Trustees unanimously approved to advise the Village to publish the .02% Building and Maintenance levy.
- B. Administration & Personnel – all effort will be made to interview and approve a board member by the June meeting.
- C. Policy – No report.
- D. System Representative – Karen Hannah summarized her experience at National Library Advocacy Day in Washington, D.C.
- E. Special Projects – No report.
- F. Building and Property – No report.

VIII. Library Director's Report

Matthew Suddarth reported the following:

- A. Rozanne Murphy started May 2nd as a Circulation Clerk.
- B. Updates on building maintenance issues.
- C. Summaries of various meetings attended.
- D. Summaries of various Library programs.
- E. Updates concerning legislative issues.

IX. Old Business

The long range planning/building committee met with building consultant Fred Schlipf. The committee will arrange a meeting with him and the full board.

X. New Business

- A. On motions made and seconded the Trustees unanimously elected the following officers:

President – Carol Tenyak-O'Connor

Treasurer – Robert Brown

Secretary – Peter Dopper

The following committee assignments were also made:

Finance – Robert Brown

Administration & Personnel – Michael Belica and Linda McNamara

Policy – Carol Tenyak-O'Connor and Michael Belica

System Representative – Karen Hannah

Special Projects – Linda McNamara and Karen Hannah

Building and Property – Peter Dopper

Ethics Officer – Karen Hannah

- B. On a motion made and seconded the Trustees unanimously approved the Library's Illinois Public Library Annual Report.
- C. The Board reviewed the personnel standards of *Serving our Public*.
- D. The accounting bids were reviewed. The board asked Mr. Suddarth to clarify a bid from Knutte & Associates and to ask Sherry Lauterbach to come to the next board meeting. Mr. Suddarth was directed to craft a policy for signing checks to simplify procurement of small cost items and services.

- E. The review of closed session minutes was postponed until the June meeting pending transcription.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:27 p.m. The next meeting is scheduled from June 15, 2005 at 8:00p.m.

Respectfully submitted,

Peter A. Dopper, Secretary