

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 20, 2004**

**I. Roll Call**

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

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

Also present were Greg and Keira O'Connor

**II. Minutes**

The minutes from the September 29, 2004 meeting were unavailable. They will be reviewed at the next meeting.

**III. Communication and Correspondence**

Matthew Suddarth reported the following:

DuPage Library System will hold its annual Legislative Breakfast, Monday, November 15, 2004 at the IIT Rice Campus in Wheaton. All are invited to attend.

DuPage Library System will hold its annual meeting Thursday, October 21 at 6:00 p.m. at the System headquarters.

Mueller and Co. has sent the library their privacy policy.

Illinois Library Association initiatives for the upcoming year were presented.

Board members who are up for re-election in April were advised of the schedule for obtaining their petition packets from the Village Hall.

**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 September were reviewed and on a motion made and seconded the Trustees approved the bills as presented.

**VII. Reports of the Standing Committees**

- A. Finance – None.
- B. Administration and Personnel – None.
- C. Policy – The Investment and Meeting policies were reviewed. During discussion of the Search Warrant Policy it was decided, in light of the Naperville Public Library confidentiality incident, to discuss potential changes with the library staff. The board voted to add the phrase “Valid Legal Order” to the document to include subpoenas as well as warrants.
- D. System Representative – None.
- E. Special Projects – None.
- F. Building and Property – None.

**VIII. Library Director’s Report**

Matthew Suddarth reported the following:

- A. Winfield Library Friends will contribute \$1,000.00 toward the purchase of new CD shelving.
- B. Issues and items of interest from the Annual Illinois Library Association Conference attended by the director and two staff members.
- C. Meeting with Central DuPage Hospital representatives.
- D. Meeting with the Village of Winfield regarding possible sites if the Library were to move, including the 3 story, 24,000 square foot building on Jewell Road.
- E. Meeting with Village of Winfield representatives regarding possible cooperative agreements between the Library and the Village.
- F. Meeting with Trustee Linda McNamara and Youth Services Librarian Filomena Choate regarding the Summer Reading Programs and the Library’s relationship with the School District 34’s “Summer Search” program.

**IX. Old Business**

- A. Long Range Plan/Mission Statement – no meetings were held.
- B. Library Walkthrough – Board Members were encouraged to complete their annual walkthrough forms. Mr. Suddarth will send new copies to all of the Board Members via e-mail.

**X. New Business**

- A. The Board reviewed the *Serving our Public* section regarding Governance and Administration.
- B. A proposal from Sente Rubel Bosman Lee for a feasibility study was approved on a motion made and seconded.
- C. Options for new CD shelving were discussed with the Board approving up to \$2000.00 to be spent in addition to the \$1000.00 pledged by the Friends and \$1,094.13 from the 2004 per capita grant.
- D. The annual snow plowing proposal from Sitarz Landscaping was presented.

**XI. Other Business**

None.

On a motion moved and seconded, the Trustees approved the adjournment of the meeting at 9:16 p.m. The next meeting is set for Wednesday, November 17, 2004 at 7:30 p.m.

Respectfully submitted,

Karen H. Hannah  
Secretary pro tem