

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 11, 2006**

**I. Roll Call**

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

Present:	Absent:
Karen Hannah	Laura Slivinski
Carol Tenyak-O'Connor	Robert Brown
Linda McNamara	
Peter Dopper	
Michael Belica	
Matthew Suddarth, Library Director	
Also present:	
Paul McNamara	
Laura Slonski – Auditor from Knutte & Associates	

**II. Approval of Minutes**

On a motion made and seconded, the board unanimously approved the minutes of the September 20, 2006 meeting.

**III. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. The library received a thank you letter from the Winfield Historical Society for our help with their annual run.
- B. There will be a referendum workshop held by Ehlers & Associates.
- C. The library will be receiving a dividend check for our unemployment insurance.
- D. Several news items regarding libraries were shared with the board.

**IV. Citizens to Speak**

None.

**V. Financial Report**

The financial report was reviewed and approved subject to audit.

**VI. Approval of Bills**

The disbursements for the month of October 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**

The board was presented the audit report by Laura Slonski of Knutte & Associates. Matthew Suddarth presented the board with the annual report of receipts and disbursements. This was approved by the board to be filed with the county treasurer's office.

- B. Administration and Personnel  
No report.
- C. Policy  
On a motion made and seconded, the Board unanimously approved the Search Warrant policy as revised. Discussion regarding the Meeting Room Policy and the Investment Policy was tabled until the November meeting.
- D. System Representative  
No report.
- E. Special Projects  
No report.
- F. Building and Property  
Matthew Suddarth updated the board on the progress of the roof repair.

**VIII. Library Director's Report**

Matthew Suddarth reported the following:

- A. Legislative issues during the state legislatures fall veto session.
- B. A summary of the Winfield Library Friends meeting.
- C. Upcoming programs and summaries of recent programs held at the library.
- D. Summary of the Illinois Library Association annual conference.
- E. An update on issues with the building.
- F. A report of meetings attended in the last month.

**IX. Old Business**

- A. Strategic planning/survey process – Paul McNamara provided a review of the proposed survey.
- B. Bylaws – Carol Tenyak-O'Connor is reviewing the bylaws. Trustees are to let her know of any changes they would like made.
- C. Per Capita grant – After reviewing this year's application, on a motion made and seconded, the board unanimously approved the per capita grant application.

**X. New Business**

- A. The board reviewed and approved the snow removal contract with Sitarz landscaping.
- B. The board reviewed the chapter titled, "Governance and Administration" in *Serving our Public: Standards for Illinois Libraries*.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:30 p.m. The next meeting is set for 7:30 p.m. on November 8, 2006 at the Winfield Public Library.

Respectfully submitted,  
Peter A. Dopfer, Secretary