

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 18, 2004**

**I. Roll Call**

Kirk Edwards called the meeting to order at 7:27 p.m. with the Pledge of Allegiance. The roll call was taken as follows:

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

**II. Annual Audited Financial Statements**

Roy Groesbeck of Mueller & Co. presented the annual audit along with suggestions for future operations. He also explained changes in fund representation that are new this year, simplifying the presentation.

**III. Minutes**

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

**IV. Communication and Correspondence**

Matthew Suddarth reported the following:

Several articles about the Library appeared in local papers.

A letter from Bank One was received saying that as an investor in Bank One Funds, the library may be eligible for funds from ongoing legal action regarding fund management.

The Library was thanked for participating in the Downtown Winfield Historical Walk.

Robert Doyle from the Illinois Library Association sent an email stating the ILA has filed an Amicus Brief in the case of the Cherry Valley Public Library District. This case is in the appellate courts and it concerns the ability of district libraries to annex new areas through “back door” referenda.

DuPage Library System has announced the date for its annual meeting and the need for a new public library trustee.

**V. Citizens to Speak**

None.

**VI. Financial Report**

The financial report was reviewed and accepted subject to audit.

**VII. Approval of Bills**

The disbursements for the month of August were reviewed and on a motion made and seconded the Trustees approved the bills as presented.

**VIII. Reports of the Standing Committees**

- A. Finance – Matthew Suddarth presented preliminary numbers for the 2004 tax levy. The Village has yet to provide the growth and other figures necessary to calculate the 2004 levy for the Library.
- B. Administration and Personnel – No report.
- C. Policy – The Bloodborne Pathogens policy was approved with the amendments made by Carol Tenyak – O’Connor; the Reference policy was approved as amended; a new Interlibrary Loan policy was approved with one minor amendment.
- D. System Representative – No report.
- E. Special Projects – No report.
- F. Building and Property – A leak in the toilet in the staff bathroom was repaired. The flood problem in the parking lot is still being studied.

**IX. Director’s Report**

Matthew Suddarth reported the following:

- A. Meeting with the Winfield Library Friends
- B. Completion of the annual audit
- C. Upcoming meeting with the Village finance personnel regarding levy figures and possible cooperative ventures.
- D. Meeting with the Village of Winfield Traffic and Transportation Commission regarding parking on Sunnyside Street.

**X. Old Business**

- A. The Long Range Planning Committee met. Matthew Suddarth submitted a building expansion timetable to the Board that suggests a four year time line to moving it to a new or expanded building.
- B. The Board was reminded to complete their annual “Walk-Through” surveys.
- C. Matthew Suddarth will continue to seek opportunities to talk with other possible partners in our expansion efforts.

**XI. New Business**

Matthew Suddarth submitted a list of suggested ways in which the remaining per capita grant funds could be spent. Some concerns were expressed for the representation of the Youth Services Department. The suggestions were approved with discretionary authority to amend as needs arise.

**XII. Other Business**

The history of the issue as to why the Library has not become a District Library was discussed. Kirk Edwards shared his memory of the 1995 “Winfield Decision” by the Illinois Supreme Court. Matthew Suddarth reviewed his findings on the subject. Methods of establishing the benefit/cost to the library were also discussed.

On a motion made and seconded, the Trustees approved the adjournment of the meeting at 9:35 p.m. The next meeting is set for Wednesday, September 15, 2004 at 7:00 p.m.

Respectfully submitted,

Karen H. Hannah  
Secretary pro tem