

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 15, 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:

Robert Brown

Peter Dopper

Karen Hannah

Kirk Edwards

Linda McNamara

Michael Belica

Matthew Suddarth, Library Director

Absent:

Carol Tenyak-O'Connor

II. Minutes

The minutes from the November 17, 2004 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. An upcoming ILA trustee workshop.

B. An update to the Trustee's list.

C. Various newspaper articles.

IV. Citizens to Speak

None.

V. Financial Report

The financial report was reviewed and accepted subject to audit. An error in the budgeted column has been discovered and will be corrected.

VI. Approval of Bills

The disbursements for the month of December 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 Library's latest tax disbursement from the county was sent as a check rather than directly deposited into our checking account.

B. Administration & Personnel – No report.

C. Policy – The by-laws were reviewed and no changes will be made. On a motion made and seconded the Board unanimously approved changes to the Interlibrary Loan Policy as presented.

- D. System Representative – No report.
- E. Special Projects – Linda McNamara reported that the Winfield School PTO is making changes to their summer reading program.
- F. Building and Property – The Winfield Fire District conducted an inspection on December 14, 2004. The alarm system needs to be inspected and some of the emergency lights need work.

VIII. Library Director's Report

- A. The Friends are selling calendars as a fundraiser and are considering having a pizza tasting fundraiser in June.
- B. The carpet was cleaned this month and a tuck pointer has been contacted regarding the work need on the retaining wall along Winfield Road.
- C. Mr. Suddarth report on various meeting he attended during the last month as well as programs the Library has held.
- D. Although circulation is even with last year, attendance is up over 10% and use of the Internet computers is up over 32%.

IX. Old Business

Matthew Suddarth reminded the board members to complete their library walk-through sheets and return them to him.

X. New Business

- A. On a motion made and seconded, the Board unanimously approved the 2005 schedule of meetings with a change in the starting time of the June 15 meeting to 8:00 p.m.
- B. On a motion made and seconded, the Board unanimously approved the 2005 list of closing dates as presented.
- C. On a motion made and seconded, the Board unanimously approved the obtaining of a credit card to facilitate library purchases in lieu of petty cash or reimbursement.
- D. On a motion made and seconded, the Board unanimously denied a request by Rivendell Properties to rent two parking spaces.

XI. Closed Session

At 8:20 p.m. a roll call vote was taken and the Board unanimously approved moving to closed session for the purpose of discussing potential real estate purchase. At 8:30 p.m. a roll call vote was taken and the Board unanimously approved moving back to open session.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 8:32 p.m. The next meeting is set for January 12, 2005 at 7:30 p.m.

Respectfully submitted,
Peter A. Dopper, Secretary