

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 13, 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	Linda McNamara
Laura Slivinski	
Robert Brown	
Carol Tenyak-O'Connor	
Peter Dopper	
Michael Belica	
Matthew Suddarth, Library Director	

Also present: Albert Choate, Winfield Library Friends

II. Approval of Minutes

On a motion made and seconded, the board approved the minutes of the October 11, 2006 meeting as corrected with abstentions from Robert Brown and Laura Slivinski. On a motion made and seconded, the board approved the minutes of the November 8, 2006 meeting with abstentions from Michael Belica, Peter Dopper, and Carol Tenyak-O'Connor

III. Communication and Correspondence

Matthew Suddarth reported the following:

- A. A letter was sent to resident Rebecca Johnson thanking her for her and the Merit Foundation's generous donation to the library in the amount of \$5,555.00. The money will be put in the library's building fund.
- B. The DuPage Library System's executive director's report is available on their website.
- C. Library attorney Roger Ritzman sent a timetable regarding the adoption of the library's tax levy and an article about crimes being committed in area libraries.

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 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

On a motion made and seconded, the board unanimously approved the audit for fiscal year 2006.

B. Administration and Personnel

The library director's annual review process will commence in January.

C. Policy

Matthew Suddarth informed the board that the village is offering a section 125 medical saving plan with the health insurance. If the library wishes to allow staff to participate, an item will need to be added to the personnel policy.

D. System Representative

The board is invited to the DuPage Library System holiday party.

E. Special Projects

After a discussion, on a motion made and seconded, the board unanimously approved a committee to be formed to explore the feasibility of holding a staff appreciation "New Year" breakfast or lunch with a \$250.00 budget cap.

F. Building and Property

No report.

VIII. Library Director's Report

Matthew Suddarth reported the following:

A. There have been no legislative issues during the fall veto session.

B. The Winfield Library Friends will be funding the survey costs up to \$3,000.00.

C. The library will be hosting story time with Santa and Mrs. Claus. Also, Leslie Brittain did a wonderful job as the mouse during "If You Give a Mouse a Cookie" story time.

D. The Young adult area of the collection has seen circulation for November three times what it was for the same month last year.

IX. Old Business

A. Review of the minutes of closed sessions – On a motion made and seconded, the board unanimously approved leaving the minutes of the closed sessions closed.

B. Strategic Plan/Survey – Paul McNamara will not have results from the survey prior to the February meeting.

C. Review of bylaws – The board reviewed the bylaws and on a motion made and seconded, unanimously approved the bylaws as corrected.

X. New Business

The Winfield Library Friends have asked if the spring book sale could be held on the Sunday of the weekend in addition to the days it is normally held. The board will discuss this at the January meeting and Matthew Suddarth is to ask staff if anyone is interested in opening and closing the building for them.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:00 p.m. The next meeting is set for 7:30 p.m. on January 10, 2007.

Respectfully submitted,

Peter A. Dopper

Secretary