

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 21, 2004

I. Roll Call

Carol Tenyak O'Connor called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. The roll call was taken as follows:

Present:	Absent:
Carol Tenyak O'Connor	None
Peter Dopper	
Karen Hannah	
Linda McNamara	
Kirk Edwards	
Michael Belica	
Robert Brown	

II. Minutes

The minutes from the December 17, 2003 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes.

III. Communication and Correspondence

Matthew Suddarth reported the following:

- A. Correspondence from the Illinois State Library regarding the Per Capita grant.
- B. A letter from the Village of Winfield concerning employee health insurance.
- C. Correspondence to and from patrons.
- D. DLS meeting agenda.
- E. Correspondence from our attorney regarding the convenience of meeting places for the public.

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 January were reviewed and on a motion made and seconded the Trustees unanimously approved the bills as presented.

VII. Report of the Standing Committees

- A. Finance - The first draft of the FY 2004 – 2005 appropriations budget was given to board members for review and discussion at the February meeting.
- B. Administration and Personnel – A roll call vote was taken and the board unanimously approved moving to a closed session at 7:51 p.m. returning to open session at 8:25 p.m.
- C. Policy – The policy concerning professional reference is accepted as written with changes.
- D. System Representative – DLS has announced two grants for attendance at National Library Legislative Day in Washington D.C.
- E. Special Projects – No report.
- F. Building and Property – Covered in Director’s report.

VIII. Library Director’s Report

- A. Becky Barnhart and Katie Nolan have both resigned their positions. Becky worked Interlibrary Loan and Katie worked as a Page. Matt Timko has returned to the library to replace Katie and Matthew has been interviewing candidates for Becky’s position.
- B. Winfield Library Friend’s will be hosting an open house on January 29.
- C. Matthew met with Sherry Lauterbach, the library’s accountant to discuss the transition of our budget to the new GASB 34 format.
- D. Sente Rubel Bosman Lee Architects continues to work on the feasibility study with an expected completion in late February or early March.
- E. Loren Getz has reconfigured the shelving in the craft closet and replaced the built in “Study Carrels” in the upstairs typing room with a countertop. Both projects have resulted in more usable space.
- F. Matthew announced there will be a DLS legislative advocacy training session scheduled for February 21, 2004.

IX. **Old Business** – None.

X. **New Business** – The board reviewed the “Serving our Public” Core Standards.

XI. **Other Business** – None.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 8:58 p.m. The next meeting is set for February 18, 2004 at 7:30 p.m.

Respectfully submitted,
Peter A. Dopper, Secretary