

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 18, 2003

I. Roll Call

Carol Tenyak O'Connor called the meeting to order at 7:35 p.m. with the Pledge of Allegiance. The roll call was taken as follows:

Present

Michael Belica
Robert Brown
Peter Dopper
Kirk Edwards
Karen Hannah
Carol O'Connor

Absent

Kimberly Kreft

II. Minutes

The minutes from the May 21, 2003 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes as presented with one abstention.

III. Communication and Correspondence

Matthew Suddarth reported the following:

- A note of thanks from the Messengers of Mercy for the donation of left over books from the book sale
- A note thanking Matthew for his presentation at Dominican University to Library graduate students
- An invitation to attend the Grand Opening of the Eola Road Branch of the Aurora Public Library Saturday June 28 at 1:00.
- Clarification from the Illinois State Library regarding libraries that do not honor non-resident library cards.

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 June 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 – No Report
- b. Administration and Personnel – No Report
- c. Policy – On a motion made and seconded the Trustees unanimously changed Section 6 of the Bylaws to read, “The secretary pro tem shall perform the duties, responsibilities and have the authority of the secretary as directed by the board.”
The collection policy was deemed sufficient as it stands by the members of the board.

- d. System Representative – Karen Hannah reported that uncertainty is ongoing regarding the State budget for the library systems. The impact for the Winfield Public Library is also unclear. Merger talks and efforts for systems to act in cooperative ventures appear to be progressing.
- e. Special Projects – No Report
- f. Building and Property – Matt provided the board with a Public Library Building Survey listing cost, size, location, population of community served, service providers and type of building project. He also included a list of costs and contacts for community surveys that have been conducted in our area.

VIII. Library Director's Report

- a. Matt reported that he has hired Katie Nolan to fill the library assistant position.
- b. Winfield Library Friends will be hosting a booth at Good Old Days and holding another book sale.
- c. Staff In-Service day included visits to Oak Brook Public Library and the Glenside Public Library to view their new building projects. In addition the staff began the summer reading makeover.
- d. The library will be cooperating with the Winfield Historical Society in presenting joint programs including folk singing and presidential actors.
- e. Recorded books have been ordered in the MP3 format, it is hoped that this will be successful; they will save shelf space.
- f. Among other legislative issues, public meetings in executive session will be required to tape record and archive those sessions. The bill containing this requirement has passed both houses and awaits the governor's signature.

IX. Old Business

A resolution to approve new signatories on financial accounts was approved.

X. New Business

- a. The application for Per Capita Grants was approved unanimously
- b. The Annual Report was approved unanimously
- c. Carol announced the resignation of Kimberly Kreft. Peter Dopper graciously accepted the favor of the board to fill the position of Secretary vacated by Kim. This position will take effect at the July meeting of the board.
- d. Karen Hannah was appointed to the Building and Property Standing Committee.
- e. The "Collection Development" section of *Serving our Public* was reviewed.
- f. The Henry Herring Memorial has now reached \$675. Also, a new lectern will be purchased in memory of the husband of Martha Ingram. Accounting procedures were discussed for memorial funds.
- g. Other - Youth Services Staff were reminded to check all school district schedules in the library service area before planning library events. The suggestion was duly noted.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 8:50 P.M. The next meeting is set for July 16 at 7:30 P.M.

Respectfully submitted by,
Karen H. Hannah Secretary pro tem