

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**June 15, 2005**

**I. Roll Call**

Carol Tenyak-O'Connor called the meeting to order at 8:00 p.m. with the Pledge of Allegiance. The roll call was taken as follow:

Present:	Absent:
Carol Tenyak-O'Connor	Michael Belica
Peter Dopfer	
Robert Brown	
Linda McNamara	
Karen Hannah	
Matthew Suddarth, Library Director	
Dolly Pointner, Winfield resident	
Sherry Lauterbach, accountant	

**II. Minutes**

The minutes from the May 25, 2005 meeting were reviewed and on a motion made and seconded the Trustees unanimously approved the minutes.

**III. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. The Library received the renewal letter for the OCLC contract.
- B. BankOne notified the Library of upcoming changes to our accounts.
- C. Main Street Winfield presented the Library with a thank you for our service to them and asked Matthew Suddarth to participate on their design committee.
- D. The Library's attorney, Roger Ritzman, sent a letter stating that his fees will be increasing.
- E. The Library received its final tax levy extension amounts.
- F. The Illinois Library Association is looking for new institutional members.
- G. The Library received an e-mail from the Illinois Library Association about the latest legislative issues.

**IV. Citizens to Speak**

Resident Dolly Pointner introduced herself and showed interest in the Library's upcoming expansion project.

**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. Reports of the Standing Committees**

- A. Finance – Sherry Lauterbach of Lauterbach & Amen, LLP discussed some the issues regarding the Library’s financial reports that have been problems.
- B. Administration & Personnel – No report.
- C. Policy – On a motion made and seconded, the Trustees unanimously approved changes to the Collection Development policy as presented. On a motion made and seconded, the Trustees unanimously approved the revised personnel policy with regard to the use of vacation and sick time.
- D. System Representative – No report.
- E. Special Projects – No report.
- F. Building and Property – No report.

## **VIII. Library Director’s Report**

Matthew Suddarth reported the following:

- A. The sticking door has been fixed and a new planter has been placed at the corner of the parking lot.
- B. The Friends will be paying for the mailing of the Library’s newsletter.
- C. Updates on legislative matters.
- D. Updated the progress of the Library’s annual audit.
- E. Reviewed attendance at miscellaneous meetings.

## **IX. Old Business**

- A. The Board reviewed its meeting with building consultant Fred Schlipf. The board decided to have the building committee compile a list of architects to ask for qualifications.
- B. The board reviewed the accounting bids for the year and on a motion made and seconded, unanimously approved hiring Lauterbach & Amen to do the Library’s accounting for the 2005-2006 fiscal year.

## **X. New Business**

- A. The Board reviewed the chapter in *Serving our Public: Standards for Illinois Public Libraries* on collection management.
- B. The Board was presented with the contract for services to be provided by Fred Schlipf, library building consultant. The Board decided to postpone approval of the contract to the July meeting.
- C. Grace Grote, a Warrenville resident has offered to give the Library a painting by a local artist, Nils Brosted. The Board decided to accept the gift of the painting.
- D. The board reviewed the minutes of the closed sessions from the last six months and decided to keep the minutes closed.
- E. At 9:15 p.m. on a unanimous roll call vote, the board moved into executive session to discuss the purchase or sale of real estate (5 ILCS 120/2(c)(5)) and to consider a candidate for the open trustee position (5 ILCS 120/2(c)(3)). At 10:10 p.m. the board returned to open session and on a motion made and seconded, unanimously approved the appointment of Laura Slivinski to the open trustee position.

**XI. Other Business**

Matthew Suddarth presented the books purchased in honor of former trustee Kirk Edwards for his 12 years of service to the Library.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 10:15 p.m. The next meeting is set for July 20, 2005 at 7:30 p.m.

Respectfully submitted,  
Peter A. Dopper, Secretary