

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 17, 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
Peter Dopper
Karen Hannah
Kirk Edwards
Linda McNamara

Robert Brown
Michael Belica

Also present: John Bosman and Scott Rubel from Sente-Rubel Bosman-Lee

At this time Scott Rubel and John Bosman presented the results of the building feasibility study conducted by SRBL

II Minutes

The minutes from the February 18, 2004 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes with abstentions by Kirk Edwards and Linda McNamara.

III Communication and Correspondence

Matthew Suddarth reported the following:

- A) A letter from Judy Baar-Topinka regarding Illinois Funds.
- B) A letter from the attorney regarding annexation.
- C) Various correspondences from DLS.

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 March 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: On a motion made and seconded the Trustees unanimously approved the appropriations budget
- B) Administration & Personnel- none.
- C) Policy- The Internet Policy is unanimously approved as presented. Discussion of the Harassment policy is tabled until the April meeting.
- D) System Representative- deferred to Director's report
- E) Special Projects- no report
- F) Building and Property- covered in presentation by SRBL

VIII. Library Director's Report

- A) Friends have donated \$2000 for the purchase of a die cutter and shelving.
- B) Summary of adult programs held in March.
- C) Mr. Suddarth presented summaries of various meetings.
- D) Recap of visit by representative of Senator Fitzgerald's office.

IX Old Business - none

- X New Business** – Mr. Suddarth reviewed the proposed End of year/per capita grant spending. On a motion made and seconded the board unanimously approved the proposed spending of the WLF donation with the addition of \$424.65 from the supply budget. Approval of the proposal for spending the per capita grant is tabled until the funds are actually received from the state.
- On a motion made and seconded the Board unanimously approved contracting with Precision Payroll for library payroll services.
- On a motion made and seconded the Board unanimously approved acceptance of the landscaping contract with Sitarz as presented.

- XI Other Business-** Mr. Suddarth agreed to insure adequate staffing on April 20th for Library Staff Appreciation Day.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:35 P.M. The next meeting is set for April 21, 2004 at 7:30 P.M.

Respectfully submitted,
Peter A. Dopper Secretary