

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 16, 2005**

**I. Roll Call**

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

|                                    |              |
|------------------------------------|--------------|
| Present:                           | Absent:      |
| Carol Tenyak-O'Connor              | Peter Dopper |
| Michael Belica                     |              |
| Robert Brown                       |              |
| Kirk Edwards                       |              |
| Karen Hannah                       |              |
| Linda McNamara                     |              |
| Matthew Suddarth, Library Director |              |

**II. Minutes**

The minutes from the February 16, 2005 meeting were reviewed and approved without correction.

**III. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. A letter from the library's attorney concerning the recent court ruling regarding annexation of unincorporated areas in district libraries through "back door" referenda; i.e. Cherry Valley Public Library District lost their case.
- B. A copy of a recent newspaper article announcing the library's change in Internet policy for minors.
- C. A copy of a newspaper article regarding the Village President's deciding vote on issues relating to development on High Lake Road.

**IV. Citizens to Speak**

None.

**V. Financial Report**

The financial report was reviewed and accepted subject to audit. A discussion ensued regarding the rate of interest on investments and the likely benefit in moving some or all of the library's accounts.

**VI. Approval of Bills**

The disbursements for the month of March were reviewed and on a motion made and seconded, the trustees approved the bills as presented.

**VII. Reports of the Standing Committees**

- A. Finance – no report.

- B. Administration & Personnel – Trustees Tenyak-O’Connor and Edwards met with the director and discussed the board’s recommendation.
- C. Policy
  - 1. Personnel policy – Two changes were adopted: page 2, under “Equal Opportunity” the sentence, “The library does not hire family members of staff or the Board of Trustees,” was added. After much discussion, “Family Members” was not specifically defined within the policy, it is assumed to mean immediate family and spouses. Also, under “Medical Insurance” on page 6 of the policy, the sentence “The Library also offers vision insurance through DuPage Library System at the employee’s expense,” was added.
  - 2. Harassment Policy – On page 1, in the initial paragraph, the phrase, “military discharge” was added to the list of those against whom discrimination may not be exercised.
  - 3. The Drug and Alcohol policy was reviewed without change.
- D. System Representative – Trustee Hannah reported about training sessions she attended.
- E. Special Projects – Trustee McNamara reported on the Public Library Association session she attended regarding establishing a library message that is clear and concise.
- F. Building and Property – See Old Business

### **VIII. Director’s Report**

Matthew Suddarth reported as follows:

- A. Meeting with Winfield Library Friends and upcoming events were announced.
- B. The new health insurance plan with the village seems to be saving money and is satisfactory to the staff.
- C. Several legislative issues are pending in Springfield.
- D. The new Internet procedures are in place and seem to be working well.
- E. Interviews are underway to fill vacant positions.
- F. The director attended several area meetings and will be attending the annual legislative day in Springfield April 13<sup>th</sup>. All were invited to join the area group going to the State Capitol to lobby on behalf of libraries.

### **IX. Old Business**

- A. Three consultants are interested in working with the library concerning future expansion plans. The members of the long-range planning committee have agreed to review the consultants’ information packets and comment on the selection of one consultant for the board’s approval.
- B. Open House planning – The long range planning committee will meet with Matthew Suddarth to further plans for the April 13<sup>th</sup> Open House.

### **X. New Business**

- A. Non-Resident Card Resolution – The board passed the continued use of the tax-bill method for determining the price of non-resident library cards.

- B. Landscape Maintenance Contract – The board approved the proposal submitted by Sitarz Landscape and Maintenance. We will also be getting new woodchips this year.
- C. Serving our Public – Programming. A discussion of the disaster recovery plan ensued.

On a motion made and seconded, the Trustees approved the adjournment of the meeting at 9:02 p.m. The next meeting is set for Wednesday, April 20, 2005 at 7:30 p.m.

Respectfully submitted by,

Karen H. Hannah  
Secretary pro tem