

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**November 19, 2003**

I. Roll Call

Robert Brown called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. The roll call was taken as follows:

Present:

Absent

Robert Brown  
Peter Dopper  
Karen Hannah  
Linda McNamara  
Kirk Edwards  
Michael Belica

Carol Tenyak O'Connor

II. Minutes

The minutes from the October 14, 2003 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes with abstentions by Robert Brown, Michael Belica and Kirk Edwards.

III. Communication and Correspondence

Matthew Suddarth reported the following:

- A. Correspondence from the library attorney concerning the policy on use of the Library by outside groups.
- B. A letter regarding referenda for tax levy increases and when funds may become available.
- C. Information about the Victim's Economic Security and Safety Act and how it may impact the personnel policy.
- D. A thank you from Main Street Winfield.
- E. The agenda for the DLS annual meeting to be held 11/20/2003.
- F. Information concerning the security of the BankOne mutual fund.

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 November 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 & Personnel- Library Director's performance review to be held during board meeting in December.
  - C. Policy- The policy regarding occupancy in the meeting room will be changed and accepted as written.  
Investment policy is accepted as written and remains unchanged.  
Search warrant policy is accepted as amended.  
Unsupervised children policy is accepted as written and remains unchanged.
  - D. System Representative-Karen Hannah reported on the legislative breakfast she attended.
  - E. Special Projects- No Report
  - F. Building and Property- no report
  
- VIII. Library Director's Report
  - A. Sunnyside Avenue construction is complete.
  - B. WLF sent membership mailing to every resident.
  - C. All magazines are being bar coded.
  - D. Upcoming adult programs.
  - E. Open Houses November 8 and 22
  - F. Upcoming Chamber of Commerce elections.
  - G. Summary of activity at the Illinois Library Association Conference.
  
- IX. Old Business- on a motion made and seconded the board voted to contract Sente, Rubel, Bosman, Lee Architects, Ltd. to conduct the feasibility study.
  
- X. New Business – The review of Executive Session minutes for the last six months will be done in December.  
On a motion made and seconded the board approved allowing the Library staff to decide on a floating holiday vs. July 5.
  
- XI. Other Business- Discussion concerning the contract for snowplowing is deferred until the December Meeting.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:10 P.M. The next meeting is set for December 17, 2003 at 7:30 P.M.

Respectfully submitted,  
Peter A. Dopfer Secretary