

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 8, 2006**

I. Roll Call

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

Present:

Karen Hannah

Laura Slivinski

Robert Brown

Linda McNamara

Also Present:

Matthew Suddarth, Library Director

Absent:

Michael Belica

Peter Dopper

Carol Tenyak-O'Connor

II. Approval of Minutes

The review of the minutes of the October 11, 2006 meeting was postponed until the December 13, 2006 meeting.

III. Communication and Correspondence

Matthew Suddarth reported the following:

- A. The library sent a letter to J.C. Licht & Company, thanking them for providing the paint for the young adult area.
- B. There were several articles of note in the local press.
- C. There was a CBS2 news story regarding crimes committed in libraries.

IV. Citizens to Speak

None.

V. Financial Report

The financial report was reviewed and accepted and approved 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. Reports of the Standing Committees

A. Finance

No report. Robert Brown advised that quotes need to be gathered for next year's audit and asked if the Library will want to get a quote from Knutte & Associates.

B. Administration and Personnel

No report.

C. Policy

- i. Meeting room policy – There was a discussion regarding kitchen facilities and other changes made.

- ii. Investment policy – There was a discussion regarding the distribution of authority and responsibilities of the board, treasurer, and director.
On a motion made and seconded, the board unanimously approved both the meeting room and the investment policy as changed.
- iii. Unsupervised children in the library policy – It was decided that this policy will be reviewed to include references to the disaster plan when the plan is approved.

D. System Representative

No report.

E. Special Projects

No report.

F. Building and Property

The repairs to the roof are done. The gutters have not been replaced yet, but will be soon.

VIII. Library Director's Report

Matthew Suddarth reported the following:

- A. Building – The Young Adult area is done. The library windows were cleaned.
- B. Legislative issues – There are no legislative issues currently in the Illinois Legislature. The DuPage Library System legislative breakfast was successful.
- C. Winfield Library Friends – The Friends have offered to fund the survey up to \$3,000.00.
- D. Community and library meetings attended.

IX. Old Business

- A. Strategic Planning/Survey – The survey is complete and ready to be printed. The library has applied for a “Business Reply Mail” permit from the post office. As soon as the permit is granted and the surveys printed, they will be mailed to the residents.
- B. Bylaws – A review of the bylaws was postponed until the December meeting.

X. New Business

- A. Review of the minutes of closed sessions – postponed until the December meeting.
- B. Schedule of board meeting for 2007 – The board reviewed the schedule and on a motion made and seconded, unanimously approved the schedule.
- C. Library closing dates for 2007 – The dates were reviewed and on a motion made and seconded, the dates were unanimously reviewed. A suggestion was made that the attendance be recorded for the days before and after Thanksgiving for future staffing or closing consideration.
- D. Serving our Public – The trustees reviewed the chapter titled “Access” in *Serving our Public: Standards for Illinois Libraries*.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:05 p.m. The next meeting is set for 7:30 p.m. on December 13.

Respectfully submitted,
Laura Slivinski