

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 19, 2005**

**I. Roll Call**

Robert Brown called the meeting to order at 7:55 p.m. with the Pledge of Allegiance. The roll call was taken as follows:

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

**II. Minutes**

Approval of the minutes from the September 9, 2005 meeting was postponed to the November 16, 2005 meeting. Minutes from the September 21, 2005 meeting were reviewed and approved on a motion made and seconded.

**III. Communication and Correspondence**

Matthew Suddarth reported the following:

- A. The trustees received invitations from DuPage Library System to attend the annual Fall Legislative Breakfast .
- B. The library notices regarding upcoming continuing education and system board meetings at DuPage Library System.
- C. Several news articles of interest to libraries.
- D. Winfield Press and Daily Herald articles about the library's expansion project.
- E. Letters sent by the library thanking the those libraries toured by the staff during our recent in-service day.

**IV. Citizens to Speak**

None.

**V. Financial Report**

The financial report was accepted subject to audit.

**VI. Approval of Bills**

Disbursements for the month 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.

B. Administration & Personnel

No report.

C. Policy

1. Meeting room policy – Matthew asked the board to define “regular use” of the meeting as we require proof of insurance from groups using the room on that basis. Matthew was instructed to contact our insurance agent for her opinion.
2. Investment policy – no changes made.
3. Search Warrant policy – no changes made.

D. System Representative

Karen Hannah discussed the upcoming DLS Legislative Breakfast.

E. Special Projects

No report.

F. Building and Property

Matthew Suddarth reported that the concrete planter in the parking lot had been hit by a car. A question was raised about the possibility of the library’s neighbor to the north wishing to build a fence along the lot line to screen the recycling dumpsters. Matthew reported there had been no request made.

**VIII. Library Director’s Report**

Matthew Suddarth reported the following:

- A. Updated progress of the building project.
- B. Gave a summary of his and Leslie Brittain’s attendance at the Illinois Library Association annual conference in Peoria.
- C. Discussed various meetings attended.
- D. Reported on recent library programs.
- E. Updated the board on legislative issues affecting libraries.
- F. Updated the board on Winfield Library Friends activities.

**IX. Old Business**

A. Building expansion

1. Update of progress – the board reviewed the meetings held with the public, staff, and architects regarding the project.
2. Bond issue/referendum consulting – Karen Hannah, Linda McNamara and Matthew Suddarth will interview candidates and make a recommendation to the board.

B. Audit bids

After a discussion regarding the bids for the 2005-2006 fiscal year, on a motion made and seconded, the board approved the hiring of Knutte & Associates.

C. Approval of contract with architecture firm

Discussion was postponed until the November 16, 2005 meeting.

D. Meeting dates for 2006

Matthew Suddarth presented the board with proposed meeting dates for 2006.

Upon a motion made and seconded, the board approved the list of meeting dates.

**X. New Business**

- A. The board reviewed the Governance and Administration pages of *Serving our Public*.
- B. The board appointed Matthew Suddarth to act as the representative from the library to serve on the WEMA committee.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting. The next meeting is set for Wednesday, November 16, 2005 at 7:30 p.m.

Respectfully submitted,  
Laura Slivinski, Secretary pro tem