

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
September 17, 2003

I. Roll Call

Carol O'Connor called the meeting to order at 7:40 p.m. with the Pledge of Allegiance. The roll call was taken as follows:

Present:

Carol O'Connor  
Peter Dopper  
Kirk Edwards  
Karen Hannah

Absent

Michael Belica  
Robert Brown

II. Minutes

The minutes from the August 20, 2003 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes as amended by noting that Laura Slivinski, a library patron, was present.

III. Communication and Correspondence

Matthew Suddarth reported the following:

- A. A thank-you note from the People's Resource Center for a donation of books.
- B. The Village of Winfield has annexed the old Pleasant Hill school site and library records should be amended as such.
- C. A letter being sent to Rep. Hultgren concerning library advocacy.
- D. Information concerning a Library Trustee's forum on the Internet.
- E. Information regarding the Illinois Open Meetings Act.
- F. A thank-you note from Martha Ingram concerning the donated lectern.
- G. Future dates for legislative activities .

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 September 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 by the board the annual tax levy was approved.

- B. Administration & Personnel- On a motion made and seconded by the board the Trustees voted to offer the vacated board position to Linda McNamara. Laura Slivinski was to be offered seat should Ms. McNamara decline.
  - C. Policy- The Board made, seconded and approved a motion accepting the new policy on staff e-mail and the use of online services.
  - D. System Representative-Karen Hannah recommended Mr. Suddarth represent the Winfield Library in voting for system representatives to the DLS. A motion to this effect was made, seconded and approved by the Board.
  - E. Special Projects- WLF book sale raised over \$1,900.00.
  - F. Building and Property- no report
- VIII. Library Director's Report
- A. Proposals for feasibility studies for site and building are being received.
  - B. Mr. Suddarth reviewed library staffing changes, program critiques from summer reading programs, and meeting room utilization
  - C. Explained legislative and health insurance issues concerning libraries.
- IX. Old Business
- On a motion made and seconded the board approved the annual report of disbursements and additionally approved a motion authorizing Mr. Suddarth to negotiate a contract with Mueller & Co. for accounting services
- X. New Business - None
- XI. Other Business
- On a motion made and seconded the board approved moving the October 22 meeting to October 14.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:10 P.M.

Respectfully submitted by,  
Peter A. Dopfer  
Secretary