

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 29, 2004

I. Roll Call

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

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

II. Minutes

The minutes from the August 18, 2004 meeting were reviewed and on a motion made and seconded the Trustees approved the minutes with Peter Dopper abstaining.

III. Communication and Correspondence

Matthew Suddarth reported the following:

The Library received two letters from the Village regarding the rezoning of properties in the Village.

The Library received an email from Shirley May Byrnes of the DuPage Library System regarding the SAFE Act.

The Library received a thank you note from Ed Quinn of Main Street Winfield for allowing the group to meet at the Library.

The Library received two letters from attorney Roger Ritzman regarding the Illinois Open Meetings Act.

IV. Citizens to Speak

None.

V. Financial Report

The financial report was reviewed and accepted subject to audit.

VI. Approval of Bills

The disbursements fro 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 accepted the Board approved the 2004 tax levy as presented.

- B. Administration and Personnel – None.
- C. Policy – The Board reviewed the “Staff electronic mail and online services policy.”
- D. System Representative – None.
- E. Special Projects – None.
- F. Building and Property – None.

VIII. Library Director’s Report

Matthew Suddarth reported the following:

The Winfield Library Friend’s book sale made over \$1,000.00 for the group. There were several maintenance issues with the building that needed to be corrected.

Fall programs are under way.

Review of various meetings attended with Village staff, DuPage Library System and representatives of Central DuPage Hospital.

IX. Old Business

- A. The Long Range Planning committee reviewed their progress.
- B. Matthew Suddarth gave a report on the status of the annual Board Walkthrough of the building.

X. New Business

- A. On a motion made and seconded, the Board unanimously approved the Annual Report of Receipts and Disbursements.
- B. On a motion made and seconded the Board unanimously approved the 2005 Per Capita grant application.
- C. The Board decided to offer the DuPage Library System vision plan to staff at the cost of the staff members participating.
- D. On a motion made and seconded, the Board unanimously approved the OCLC contract.
- E. On a motion made and seconded, the Board unanimously approved Matthew Suddarth as the designated representative of the Library to vote in the DuPage Library System election.

XI. Other Business

None.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:31 p.m. The next meeting is set for October 20, 2004 at 7:30 p.m.

Respectfully submitted,
Peter A. Dopper, Secretary