

**MINUTES**  
**WINFIELD PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**September 21, 2005**

**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                       | Carol Tenyak-O'Connor |
| Peter Dopper                       | Linda McNamara        |
| Laura Slivinski                    |                       |
| Michael Belica                     |                       |
| Karen Hannah                       |                       |
| Matthew Suddarth, Library Director |                       |
| Resident Dolly Pointner            |                       |

**II. Minutes**

The minutes from the August 17 and August 31, 2005 meetings were reviewed and on a motion made and seconded the Trustees unanimously approved the minutes as amended.

**III. Communication and Correspondence**

Matthew Suddarth reported on various correspondence sent and received by the Library. Correspondence included a thank you sent by the Library to Warrenville resident Grace Grote for donating a painting by local artist Nils Brosted. The Library received a thank you note from Main Street Winfield for helping with their Criterium event and the library received other various notices of library and legal issues of importance.

**IV. Citizens to Speak**

Resident Dolly Pointner spoke regarding development issues affecting the Library. As this was not an agenda item Robert Brown addressed Ms. Pointner's concerns by inviting her to participate in the Library's planning sessions for our new facility.

**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. Reports of the Standing Committees**

A. Finance

On a motion made and seconded, the trustees unanimously approved the 2005 Tax Levy.

- B. Administration & Personnel  
No report.
- C. Policy  
The “Staff Electronic Mail and On-Line Services” policy was accepted as written.
- D. System Representative  
No report.
- E. Special Projects  
No report.
- F. Building & Property  
No report.

### **VIII. Library Director’s Report**

Matthew Suddarth reported the following:

- A. The Library has hired a new page, Ashley Tucker.
- B. An update on the building project, including a summary of the September 10 Open House.
- C. Update on FY 2005 per capita grant expenditures.
- D. Summary of the Library’s “Good Old Days” activities.
- E. Summary of a LACONI meeting attended.
- F. Summary of various meetings attended.

### **IX. Old Business**

- A. The board reviewed the September 10<sup>th</sup> Open House and other meetings with building consultant Fred Schlipf. The board instructed Matthew Suddarth to gather further information regarding bond issuers and referendum consultants for the October meeting.
- B. On a motion made and seconded the Board unanimously approved using FY 2005 per capita grant money to purchase a laser printer.
- C. The Board reviewed their annual “Walkthrough” of the building. Matthew Suddarth was instructed to make sure any maintenance issues were addressed and the Board will revisit the “Walkthrough” at the April 2006 meeting.
- D. The Board instructed Matthew Suddarth to get further information regarding the bids from the two firms being considered. This will be reviewed at the October meeting.

### **X. New Business**

- A. The Board postponed approval of the contract for architectural services with Engberg Anderson Design Partnership pending review by Carol Tenyak-O’Connor, Fred Schlipf, and Library Attorney Roger Ritzman.
- B. Matthew Suddarth presented the Annual Report of Receipts and Disbursements. On a motion made and seconded, the Board unanimously approved the publication and filing of the report.

- C. Matthew Suddarth presented the FY 2006 Per Capita Grant application. On a motion made and seconded the Board unanimously approved the grant application for submission to the Illinois State Library.
- D. Matthew Suddarth presented the annual DuPage Library System Board ballot to the Board. On a motion made and seconded, the Board unanimously designated Matthew Suddarth to vote on the board's behalf.
- E. The Board discussed the possibility of changing the regular meeting date to the second Wednesday of each month starting in 2006. Matthew Suddarth was instructed to send a list of dates to the board for review. This will be discussed again at the October meeting.

**XI. Other Business**

None.

On a motion made and seconded, the Trustees unanimously approved the adjournment of the meeting at 9:17 p.m. The next meeting is set for October 19, 2005 at 7:30 p.m.

Respectfully submitted,  
Peter A Dopper, Secretary