

**MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

April 10, 2024 ; 7:30p.m.

Winfield Public Library, 0S291 Winfield Rd., Winfield, IL 60190

I. Opening

Brown called the meeting to order at 7:30 p.m.

II. Roll Call

Present: Brown, Ables, Hjerpe, Johnson, Kenyon, Tenyak-O'Connor, Vanco

Absent: None.

Also present: Matthew Suddarth, library director.

III. Items to be removed from Consent Agenda for Separate Discussion

None.

IV. Consent Agenda

A. Approval of minutes of the March 13, 2024 meeting

B. Financial report

C. Approval of bills

Tenyak-O'Connor moved to approve the consent agenda. Ables seconded. All present voted in favor.

V. Communication & Correspondence

Suddarth presented the following:

- Notice of a webinar regarding hiring library directors
- A flier for the ATLAS Trustee Day Workshop
- A flier for the LACONI Annual Trustee Banquet
- A thank you note from a patron regarding an Interlibrary Loan Item

VI. Citizens to Speak

None.

VII. Reports of Standing Committees

Finance – Working Budget

Suddarth introduced a draft budget for the 2024-25 fiscal year. This will be placed on the May meeting agenda for approval.

VIII. Trustee Reports

Johnson announced that Leanne Furby of the Illinois Heartland Library System will be attending the May meeting to conduct a presentation about the iLEAD Public Library Trustee Training Workshop.

IX. Library Director's Report

Suddarth highlighted several of the Illinois legislative issues affecting the library community and that the only bill to make it out of committee for a vote is one regarding threats to public officials. Additionally, he encouraged trustees to complete their Statement of Economic Interest forms as soon as possible.

X. Old Business

A. Drug and Alcohol Free Library Policy

The board reviewed the policy and after a short discussion made a slight wording change to the section regarding items prohibited from consumption by employees while at work. Hjerpe moved to accept the policy with the proposed change, Tenyak-O'Connor seconded.

Ayes: Brown, Ables, Hjerpe, Johnson, Kenyon, Tenyak-O'Connor, Vanco

Nays: None.

B. Harassment Policy

After a discussion regarding the need for procedures regarding the harassment by the director or towards the director, the consensus of the board was to revisit next month with proposed wording.

XI. New Business

A. Board Meeting Calendar

Suddarth presented a proposed calendar of board meeting activities for the 2024-25 fiscal year. The consensus was to adopt the calendar as presented.

B. Non-resident Card resolution

Suddarth presented the annual resolution to allow non-residents to purchase library cards. Tenyak-O'Connor moved acceptance with a second by Ables.

Ayes: Brown, Ables, Hjerpe, Johnson, Kenyon, Tenyak-O'Connor, Vanco

Nays: None.

C. Landscape Maintenance contract

The board reviewed the proposal from Sitarz Landscape & Maintenance for the 2025 summer season. Kenyon moved acceptance of the proposal with a second by Johnson.

Ayes: Brown, Ables, Hjerpe, Johnson, Kenyon, Tenyak-O'Connor, Vanco

Nays: None.

D. Trustee training – "Trustee Trouble 7: Planning"

The trustees viewed the video.

E. Serving Our Public: Chapter 9 – Public Services: Reference and Reader's Advisory Services.

The board reviewed the chapter.

XII. Other Announcements/Comments

Tenyak-O'Connor stated she had been asked to coordinate the breakfast at the staff in-service in May. This will be discussed at the May meeting.

Brown discussed his experience viewing the recent solar eclipse.

Suddarth informed the board of several upcoming days off he will be taking.

XIII. Adjournment

On a motion made by Johnson and seconded by Tenyak-O'Connor, the board adjourned at 9:14 p.m.