

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

June 12, 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, Johnson, Hjerpe

Absent: Kenyon, Tenyak-O'Connor, Vanco

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 May 8, 2024 meeting

B. Financial report

C. Approval of bills

Ables moved to approve the consent agenda. Johnson seconded. All present voted in favor.

V. Communication & Correspondence

Suddarth presented the 2024 Per Capita Grant Award Letter from the Illinois State Library.

VI. Citizens to Speak

None.

VII. Reports of Standing Committees

None.

VIII. Trustee Reports

Ables reported she had attended the Winfield Library Friends May meeting. The Friends are holding a fundraiser with Portillo's June 13th and are making plans for their fall book sale.

Additionally, Debbie Linhart would like to attend a board meeting to tell the board more about the Friends. Suddarth will try to arrange this for the July meeting.

IX. Library Director's Report

In addition to his written report, Suddarth reported the following:

- The History of Winfield book committee is working on a contract to hire Jim McGuire to act as the project manager. Tenyak-O'Connor and Suddarth decided to have the library's attorney review the contract.
- Adult programming assistant Dawn Leardi is working with Versiti Blood Center of Illinois about the possibility of the library hosting a blood drive in September.
- Youth Services Librarian Nuccia Choate has announced her retirement. Her last day is tentatively scheduled for August 16.

X. Old Business

A. Long Range Plan

Suddarth presented the board with copies of the library's previous plans along with several from other libraries. Hjerpe and Johnson will review and report their recommendation for proceeding at the July meeting.

XI. New Business

A. Annual Report

Suddarth presented the document. The consensus of the board was to accept the report. It will be submitted to the state library by the end of the month.

B. Library Walk-Through discussion

The consensus of the board was to continue the process similarly to the way it has been done in the past. However, instead of the board conducting the exercise as a group, they have agreed to complete the form individually prior to the July meeting.

C. Policy

i. Collection Development

The board reviewed the policy and made no changes

ii. Circulation

Suddarth presented several changes to the policy. The trustees asked for clarification regarding the use of electronic cards by reciprocal borrower patrons. Suddarth will verify with staff the status of this and report at the July meeting.

iii. Confidentiality

The board reviewed the policy and made no changes.

D. iLEAD Trustee Training

Brown and Suddarth will develop a schedule for the board to review the modules. The board will discuss the "Welcome" module at the July meeting. Trustees are asked to review the module prior to the July meeting.

E. Serving Our Public: Chapter 8 – System Member Responsibilities and Resource Sharing

The board reviewed the chapter.

XII. Other Announcements/Comments

- Brown asked Suddarth to resend the information to the board regarding the webinar about hiring a new library director.
- Suddarth announced that the trustees will be receiving new copies of "Illinois Library Laws & Rules" soon.
- Johnson mentioned that she liked the recent Young Adult program and that the recent Ice Cream Social was successful.

XIII. Adjournment

On a motion made by Ables and seconded by Johnson, the board adjourned at 8:09 p.m.