

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

March 12, 2025 ; 7:30p.m.

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

**I. Opening**

Brown called the meeting to order at 7:32 p.m.

**II. Roll Call**

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

Absent: None

Also present: Resident Timothy Olson, 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 February 12, 2025 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:

- An article from the Daily Herald written by library staff member Joy Davis regarding the dedication of the library's Youth Services area in honor of Nuccia Choate.
- A letter from State Senator Seth Lewis thanking staff member Dawn Leardi for the library's participation in his "Valentines for Seniors" card drive.
- A flier for the Winfield Library Friends' fundraising event in partnership with Anderson's Bookshop.
- A memo from library attorney Roger Ritzman regarding dates relevant to the April 1, 2025 Consolidated Election.
- Notice from the Village of Winfield regarding the "State of the Village" address.
- Press release from the Village of Winfield announcing that Village Manager Curt Barrett will be leaving his position.
- Article from the Merrillville, IN Post Tribune about materials being hidden in libraries.
- Article from Publisher's Weekly regarding legislation in Iowa to threaten libraries with civil action in relation to allegedly obscene materials.

**VI. Citizens to Speak**

None.

**VII. Reports of Standing Committees**

None.

**VIII. Trustee Reports**

None.

**IX. Library Director's Report**

A few comments were made regarding items in the written report. Otherwise nothing new was added.

**X. Old Business**

**A. Personnel Policy**

Suddarth presented a memo regarding a couple of issues in the policy regarding the start of vacation time and the carry-over of vacation time. A suggestion was made to change the carry-over period from ending June 30<sup>th</sup> to ending April 30<sup>th</sup>. After some more discussion the consensus of the board was to revisit the issue after the new library director start.

**B. Family Leave**

The trustees reviewed the policy and made no changes.

**C. Harassment**

Tenyak-O'Connor will develop wording regarding harassment by and towards the library director to present to the board at the April meeting.

**D. Drug and Alcohol Free – the trustees reviewed the policy and made no changes.**

**E. Identity Protection – the trustees reviewed the policy and made no changes**

**XI. New Business**

**A. iLEAD Trustee Training**

Brown asked if anyone had any issues to discuss. One trustee is working with Suddarth to resolve a login issue.

**B. Serving out Public – Chapter 3, "Personnel" – the trustees reviewed the chapter.**

**XII. Other Announcements/Comments**

Suddarth announced that if he is still working with the library in July he will not be able to attend that month's regularly scheduled board meeting.

Suddarth informed the board that the tax levy extension from the County Clerk will not be available until the first week of April. Due to that timing, the budget proposal presented at the April meeting may need more adjustments than usual before approval by the board in May.

**XIII. Closed Session to Discuss the Appointment, Employment, or Compensation of Specific Employees (5 ILCS 120/2(c)(1))**

At 8:15 p.m. Tenyak-O'Connor moved entering into closed session. Ables seconded the motion.

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

Nays: None.

Absent: None.

The board returned to open session at 8:50 p.m.

**XIV. Adjournment**

On a motion made by Tenyak-O'Connor and seconded by Choate, the board adjourned at 8:52 p.m.