

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

October 9, 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, Johnson, Kenyon, Hjerpe

Absent: Ables, 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 September 11, 2024 meeting

B. Financial report

C. Approval of bills

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

**V. Communication & Correspondence**

Suddarth presented the following:

- A thank you note to staff members Dawn Leardi and Marsha Spurlock from the Winfield Education Foundation for the library's participation in their annual school supply drive.
- A memo from the law firm of Ancel Glink regarding a change in the law for acquiring a treasurer's bond.
- Information about the upcoming Illinois Library Association "Legislative Meetups."
- Two articles regarding court cases involving book banning
- The second quarter "Illinois Funds" summary from the Illinois State Treasurer

**VI. Citizens to Speak**

None.

**VII. Reports of Standing Committees**

Finance

**A. Audit Presentation**

Joe Troyer of GW & Associates presented the annual audit. Kenyon moved acceptance of the report with a second from Johnson.

Ayes: Kenyon, Johnson, Brown, Hjerpe

Nays: none

Absent: Ables, Tenyak-O'Connor, Vanco

**B. Annual Report of Revenues and Expenditures**

Suddarth presented the annual report as prepared by the library's accounting firm.

Kenyon moved to approve the report and Johnson seconded.

Ayes: Kenyon, Johnson, Brown, Hjerpe

Nayes: none

Absent: Ables, Tenyak-O'Connor, Vanco

### **VIII. Trustee Reports**

Brown informed the board that Vanco is resigning her position. After a discussion, the consensus of the board is to consider filling the open seat at the December meeting.

### **IX. Library Director's Report**

In addition to his written report, Suddarth informed the board regarding a change in the public posting requirements for the tax levy. However, due to the library's status as a village library, the change does not apply.

### **X. Old Business**

#### **A. Library Director Search**

As part of the planning for the hiring of a new director, Suddarth presented the following to the trustees:

- Job description
- A guide to hiring a new director
- Salary information

After a discussion, the following was agreed upon by those present:

- Suddarth will tentatively leave at the end of June 2025 and use vacation time through July in case he is needed to assist the new director in the transition process
- The position will be advertised at the beginning of January with interviews scheduled to begin in February.
- An offer to the new director will be made in April with an anticipated start date of June 1, 2025.

### **XI. New Business**

#### **A. 2025 Library Board Meeting dates**

Suddarth presented a list of proposed dates for the 2025 board meetings.

Johnson moved acceptance of the dates with a second from Kenyon. All present voted in favor of acceptance of the dates as proposed.

#### **B. 2025 Library Closing dates**

Suddarth presented a list of dates for the library to be closed due to holidays or other events throughout the year. Johnson moved to approve the dates as presented with a second from Hjerpe. All present voted in favor of the motion.

#### **C. Disaster Plan**

The plan was reviewed. No changes were made. One typographical error will be corrected.

#### **D. Policy**

The board reviewed the Meeting Room, Investment, and Search Warrant policies and made no changes.

#### **E. iLEAD Trustee Training**

Trustees were asked to complete the module titled, "Library Trustee 101." No one present had any issues regarding the module they wished to discuss.

### **XII. Other Announcements/Comments**

- Suddarth updated the trustees regarding various annual training requirements

**XIII. Adjournment**

On a motion made by Kenyon and seconded by Johnson, the board adjourned at 8:55p.m.