

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

September 18, 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, Kenyon, Tenyak-O'Connor. Hjerpe arrived at 7:34.

Absent: 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 August 14, 2024 meeting

B. Financial report

C. Approval of bills

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

**V. Communication & Correspondence**

Suddarth presented a letter from a patron regarding a positive interaction she had with staff member Katie Clark. Also presented was an article regarding current library trends.

**VI. Citizens to Speak**

None.

**VII. Reports of Standing Committees**

Finance – Tax Levy

Ables moved approval of the tax levy for the 2024 tax year. Tenyak-O'Connor seconded.

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

Nays: None.

Absent: Vanco

**VIII. Trustee Reports**

Johnson reported about the Good Old Days parade. Photos are on the library's Facebook page for viewing.

**IX. Library Director's Report**

Suddarth highlighted a few items from his written report.

**X. Old Business**

A. Recognition of the Retirement of Filomena Choate by the Board of Trustees

Following up on a discussion held in August regarding the matter, the trustees decided that in addition to having a sign made designating the Youth Services area in honor of

Mrs. Choate, they would purchase a print depicting children reading to present to her. Suddarth will order the print to present to her.

## **XI. New Business**

- A. Long Range Plan – Johnson and Hjerpe presented a revised plan from the August meeting with proposed goals. On a motion made by Johnson and seconded by Ables, the board voted unanimously to accept the plan as presented.
- B. Policy  
The board reviewed the Test Proctoring, Internet, Staff Email, and Wireless Access policies and made no changes. The board discussed the Notary policy and made a change regarding the recording of identification numbers associated with documents. This will no longer be done. Hjerpe moved acceptance of the change with a second by Tenyak-O'Connor.  
Ayes: Brown, Ables, Johnson, Kenyon, Tenyak-O'Connor, Hjerpe  
Nays: None.  
Absent: Vanco
- C. iLEAD Trustee Training  
Trustees are asked to complete the module titled, "Library Trustee 101." This will be discussed at the October meeting.
- D. Library Director Search  
A discussion was held regarding the upcoming director search process. The following was decided:
  - Brown and Tenyak-O'Connor will conduct the first round of interviews
  - Suddarth will provide the board with a current job description
  - Suddarth will attempt to provide different scenarios regarding the necessary transition time needed for a new director.

Johnson left the meeting at 8:04 p.m.

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

- Brown informed the board that the village is working to resolve the issue regarding the TIF districts with the school districts. An offer has been made regarding a settlement and the districts have proposed a counteroffer.

## **XIII. Adjournment**

On a motion made by Tenyak-O'Connor and seconded by Ables, the board adjourned at 8:24p.m.