

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

April 13, 2022, 7:30 p.m.

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

**I. Opening**

Treasurer Brown called the meeting to order at 7:35 p.m.

**II. Roll Call**

Present: Brown, Tenyak-O'Connor, Bothwell, Kenyon. Hjerpe attended via videoconference.

Absent: Johnson, Ables.

Also present: Matthew Suddarth, library director.

**III. Approval of Agenda**

Bothwell moved acceptance of the agenda. Kenyon seconded.

Ayes: Brown, Tenyak-O'Connor, Bothwell, Hjerpe, Kenyon

Nays: none.

Absent: Johnson, Ables.

**IV. History of Winfield Book**

Suddarth reported that the Winfield Historical Society is interested in publishing an updated version of the book. As the library board holds the copyright to the book they want permission to proceed. Details of what will be done by the library and what will be done by the Historical Society will be decided if the board grants permission for the project. The consensus of the board was that they would probably choose to proceed with the project. This will be placed on the agenda of the May meeting for further discussion.

**V. Consent Agenda**

A. Approval of minutes of the March 9, 2022 meeting.

B. Financial report

C. Approval of bills

Tenyak-O'Connor moved and Kenyon seconded the approval of the consent agenda.

Ayes: Brown, Tenyak-O'Connor, Bothwell, Hjerpe, Kenyon

Nays: none.

Absent: Johnson, Ables.

**VI. Communication & Correspondence**

Suddarth presented an article provided by Hjerpe about a project involving the digitization of wax recordings at the Library of Congress. Additionally, Suddarth presented information regarding the Statement of Economic Interest filing and a notice of a trustee training program to be held in May.

Marcia McAdams of the Winfield Historical Society arrived at 7:40 p.m. to discuss the History of Winfield Book project. The board agreed to discuss this with her. After the discussion it was agreed that the Historical Society will develop the idea further and report their findings at the May meeting. Suddarth will look into the possibility of having it published through Inkie.org.

**VII. Citizens to Speak**

None.

## **VIII. Reports of the Standing Committees**

### **A. Finance – Working budget**

Suddarth presented a draft of the working budget. He asked if the board wanted to adjust their guidance regarding salary increases based on the current budget proposal. He was instructed to follow the guidance previously given of up to 5% increases for staff and up to 3.9% for him. The budget will be on the agenda at the May meeting for approval.

## **IX. Trustee Reports**

None.

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

Suddarth had nothing to report in addition to the written report submitted prior to the meeting.

## **XI. Old Business**

### **A. Review and approval of COVID-19 Face Covering Policy**

The trustees reviewed the policy and made no changes.

### **B. Drug and Alcohol-Free Library Policy**

Suddarth summarized the status of the items he was instructed to find out about regarding the policy. After a short discussion, the board made no changes to the policy.

## **XII. New Business**

### **A. Board Meeting Calendar**

Suddarth presented a proposed schedule of board meeting activities for the 2022-2023 fiscal year. The board consensus was to accept the schedule.

### **B. Ethics Resolution**

The board reviewed and made no changes.

### **C. Non-resident Card Resolution**

Suddarth presented the annual Non-resident card resolution. Tenyak-O'Connor moved acceptance with a second by Bothwell.

Ayes: Brown, Tenyak-O'Connor, Bothwell, Hjerpe, Kenyon

Nays: none.

Absent: Johnson, Ables.

### **D. Landscape Maintenance contract**

Suddarth presented the proposal for summer landscape maintenance from Sitarz Landscape & Maintenance. Tenyak-O'Connor moved to approve the proposal with a second by Kenyon.

Ayes: Brown, Tenyak-O'Connor, Bothwell, Hjerpe, Kenyon

Nays: none.

Absent: Johnson, Ables.

### **E. Director's review by staff**

The board reviewed a proposed evaluation form to be completed by the staff with regard to Suddarth's performance. Suddarth quoted from the *Illinois Library Association Trustee Facts File fourth edition* a paragraph regarding trustee relationships with subordinate staff and warned the board that having the staff evaluate the director could interfere with the lines of authority between the director and staff. It was the consensus of the board that the revised form should be presented to the staff with the results compiled by Johnson and given to Suddarth, not the board. Suddarth will look into developing a library-wide review and report his findings to board.

Tenyak-O'Connor stated she will contact Johnson regarding the matter.

### **F. Staff in-service day**

Suddarth reviewed the plans for the day and asked the board to provide individually wrapped food items for the staff along with coffee, juice, and water. Tenyak-O'Connor volunteered to coordinate this and will have more at the May meeting.

G. Serving our Public – Public Services: Reference and Reader's Advisory Services

The board reviewed the chapter.

**XIII. Other Business**

None.

**XIV. Adjournment**

Tenyak-O'Connor moved to adjourn the meeting at 9:08 p.m. Bothwell seconded. All present voted in favor of the motion.