

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

August 11, 2021, 7:30 p.m.

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

**I. Opening**

President Johnson called the meeting to order at 7:40 p.m.

**II. Roll Call**

Present: Brown, Johnson, Kenyon, Hjerpe, Bothwell, Tenyak-O'Connor. Ables attended via videoconference as allowed in ILCS 120/7.

Absent: None

Also present: Matthew Suddarth, library director

**III. Approval of Agenda**

Hjerpe moved acceptance of the agenda. Kenyon seconded.

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

Nays: none.

Absent: none.

**IV. Consent Agenda**

A. Approval of minutes of the July 14, 2021 meeting

B. Financial report

C. Approval of bills

D. Extension of Delegation of Authority Resolution 20-03 until September 8, 2021

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

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

Nays: none.

Absent: none.

**V. Communication & Correspondence**

Suddarth shared the following with the board:

- A reminder from library attorney Roger Ritzman regarding the library's Budget and Appropriation resolution.
- A memo from Kane, McKenna & Associates regarding the proposed Village of Winfield "TIF2" Tax Increment Financing district.

**VI. Citizens to Speak**

None.

**VII. Reports of the Standing Committees**

A. Finance – Suddarth introduced the tax levy. This will be on the agenda for approval at the September meeting.

**VIII. Trustee Reports**

**IX. Library Director's Report**

Suddarth mentioned that although circulation statistics appear lower than last year that is mostly due to fewer renewals of items due to the increased ability of patrons to return borrowed materials. Additionally, he showed the board a plant that a patron had brought. She had brought a box of plants for the staff to take.

**X. Old Business**

A. Re-Opening Update and Post-COVID planning

Suddarth reviewed the plan to have Hallett Movers of Summit, IL rearrange some of the stacks in the building on August 16 & 17<sup>th</sup>. Staff hope to have the building ready to open by the 23<sup>rd</sup> of August.

**XI. New Business**

A. Review and Approval of Contract for moving services with Hallett Movers

Tenyak-O'Connor moved and Johnson seconded approving the proposal from Hallett Movers.

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

Nays: none.

Absent: none.

B. Closing of the library for moving of stacks August 16-21, 2021

Hjerpe moved with a second by Bothwell to approve the closure.

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

Nays: none.

Absent: none.

C. Policy

i. Reference

ii. Notary Service

The board reviewed the Reference Policy and made no changes. After a review and discussion of the proposed Notary Service policy, the board instructed Suddarth to add something stating the library would pay for the liability insurance needed for anyone on staff offering the service and that patrons would receive a copy of the policy upon provision of the service. Additionally, if passed, the policy should be posted on the library's website. The board will review again at the September meeting.

D. Good Old Days parade

Suddarth informed the board that there will be a parade this year. After a discussion, it was the consensus of the board that the library should participate. Johnson will enter the library in order to reserve a place in the parade. The library will most likely walk with a library banner. Suddarth was asked to ask the staff and Friends to also participate.

E. Serving our Public

The trustees reviewed Chapter 12, "Technology" of *Serving our Public 4.0: Standards for Illinois Public Libraries*.

**XII. Other Business**

- Suddarth reminded the board that the meeting room would still not be available for programs or outside groups for the foreseeable future.

**XIII. Adjournment**

The meeting was adjourned at 8:54 p.m.