

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

December 14, 2022 ; 7:30p.m.

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

I. Opening

Johnson called the meeting to order at 7:33 p.m.

II. Roll Call

Present: Johnson, Brown, Tenyak-O'Connor, Hjerpe arrived at 7:40, Bothwell arrived at 7:41.

Absent: Kenyon, Ables

Also present: Matthew Suddarth, library director.

Due to the lack of a quorum, those present chose to alter the agenda to move the "Approval of Agenda" and "Consent Agenda" to after the "Library Director's report."

V. Communication & Correspondence

Suddarth presented a letter from the DuPage County Clerk's office regarding the annual filing of those who need to complete the Statement of Economic Interest. Additionally, he shared an email from James Rachlin of Merristem Advisors stating the firm's required disclosure as an advisor to the library.

VI. Citizens to Speak

None.

VII. Reports of Standing Committees

Nothing.

VIII. Trustee Reports

Johnson stated that Ables shared her compliments regarding the library's recent annual Holiday Open House.

IX. Library Director's Report

Suddarth reported on several building issues that had occurred over the past month. Additionally, he discussed the success of the Holiday Open House.

Upon the arrival of Hjerpe and Bothwell, the board continued with the agenda items previously not addressed.

I. Approval of Agenda

Hjerpe moved acceptance of the agenda, Tenyak-O'Connor seconded.

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

Nays: None.

Absent: Ables, Kenyon.

II. Consent Agenda

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

B. Financial report

C. Approval of bills

Hjerpe moved and Bothwell seconded the approval of the consent agenda.

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

Nays: None.

Absent: Ables, Kenyon.

X. Old Business

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

The trustees reviewed the policy and made no changes.

B. Long Range Plan – after a discussion, it was agreed that the board would review Goal 1 of the current plan in January. Suddarth will send a copy of the PowerPoint presentation to the trustees of the planning training session he attended.

XI. New Business

A. IT/Maintenance

Suddarth was asked about his plans for building maintenance and IT maintenance after he leaves employment at the library. He stated he is working on the FY 23-24 budget and is planning on including a maintenance position in the budget and funds to purchase a new computer server. Additionally, he described a process for the IT maintenance and purchase of a new server he felt would be best for the library. The trustees agreed and instructed him to proceed.

B. Per Capita Grant

Suddarth reviewed the draft application with the trustees. He will present a final version at the January meeting for their approval.

C. Review Bylaws

The board reviewed the bylaws and made no changes. However, they did ask Suddarth to see if any changes in the law regarding remote attendance had changed. He will report to the board regarding this at the January meeting.

D. Purchasing and Authority to Spend policy

The board reviewed the policy and made no changes.

E. Closed session for the purposes of reviewing the minutes of closed sessions (5 ILCS 120/2(c)21)

Hjerpe moved and Tenyak-O'Connor seconded the opening of the closed session at 8:22 p.m.

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

Nays: None.

Absent: Ables, Kenyon.

The board returned to open session at 9:29 p.m.

F. Serving our Public – Chapter 4, “Access” and Chapter 13, “Marketing, Promotion, and Collaboration”

The board reviewed the chapters.

III. Other Business

Johnson asked to look at the possibility of changing the December 2023 meeting date if there are conflicts with other events trustees need to attend. The consensus of those present was to revisit this at the November 2023 meeting.

IV. Adjournment

The meeting was adjourned at 8:41 p.m.