

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

December 11, 2024 ; 7:30p.m.

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

**I. Opening**

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

**II. Roll Call**

Present: Brown, Johnson, Kenyon, Hjerpe, Ables,

Absent: Tenyak-O'Connor

Also present: Filomena Choate, Winfield resident; Matthew Suddarth, library director.

**III. Closed session for the purposes of the selection of a person to fill a public office (5 ILCS 120/2 (c) 3)**

The consensus of the trustees was to remain in open session.

**IV. Appointment of trustee to fill vacancy declared November 13, 2024**

Ables moved to appoint Filomena Choate to fill the vacancy in office. Johnson seconded.

Ayes: Brown, Johnson, Kenyon, Hjerpe, Ables

Nays: None.

Absent: Tenyak-O'Connor

Upon the appointment of Choate, Brown administered the Oath of Office to her.

**V. Items to be removed from Consent Agenda for Separate Discussion**

None.

**VI. Consent Agenda**

A. Approval of minutes of the November 13, 2024 meeting

B. Financial report

C. Approval of bills

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

**VII. Communication & Correspondence**

None.

**VIII. Citizens to Speak**

None.

**IX. Reports of Standing Committees**

A. Personnel – Acceptance of resignation of Library Director

Suddarth tendered his resignation from the library effective July 31, 2025. Ables moved to accept his resignation with a second from Kenyon.

Ayes: Brown, Johnson, Kenyon, Hjerpe, Ables, Choate

Nays: None.

Absent: Tenyak-O'Connor

### **VIII. Trustee Reports**

Brown reported that the lawsuit between the school district and the village regarding the status of TIF2 will be going to trial in February.

Johnson asked about who had filed for the open trustee positions. Suddarth reported that Tenayk-O'Connor, Ables, and Brown all filed for the 3 open 4-year seats and no one had filed for the 2, 2-year seats that will be open. Choate may run as a write-in candidate for one of the 2-year seats.

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

In addition to his written report, Suddarth informed the board that one of the lower level furnaces was not working. It is scheduled for repair December 12<sup>th</sup>.

### **X. Old Business**

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

- Suddarth presented a draft of a job ad prepared by Tenyak-O'Connor. After a discussion, the consensus of the board was to have everyone send their comments regarding the ad to Hjerpe. She will then present a revised ad to the trustees at the January meeting.
- Suddarth was asked to look into the following:
  - New job posting requirements for employers with 15 or more employees
  - Job posting timelines for RAILS, IHLS, and ILA
  - Scheduling times for the trustees to meet with job candidates
- After a discussion regarding benefits, it was decided the board would review the Library Director's benefits at the January meeting. Revisions to the Personnel policy will be made if necessary.

### **XI. New Business**

#### **A. By-laws**

The board reviewed the by-laws and made no changes.

#### **B. Policy – Purchasing and Authority to Spend**

The trustees reviewed the policy and made no changes.

#### **C. iLEAD Trustee Training**

Several trustees are having difficulty accessing the website. They are encouraged to ask for assistance if needed.

#### **D. Serving out Public – Chapter 13, “Marketing, Promotion, and Collaboration” – the trustees reviewed the chapter.**

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

None.

### **XIII. Adjournment**

On a motion made by Kenyon and seconded by Johnson, the board adjourned at 9:07 p.m.