

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

February 14, 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, Tenyak-O'Connor, Vanco, Ables, Hjerpe

Absent: Johnson, Kenyon.

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 January 10, 2024 meeting

B. Financial report

C. Approval of bills

Tenyak-O'Connor moved to approve the consent agenda. Ables seconded. All present voted in favor.

**V. Communication & Correspondence**

Suddarth presented information about the Illinois Library Association's Spring Trustee Workshops.

**VI. Citizens to Speak**

None.

**VII. Reports of Standing Committees**

Finance

**A. Appropriations Budget**

Suddarth presented a proposed appropriations budget for fiscal year 2024-25. Tenyak-O'Connor moved approval of the budget as presented with a second by Hjerpe.

Ayes: Brown, Tenyak-O'Connor, Hjerpe, Ables, Vanco

Nays: none

Absent: Johnson, Kenyon

**B. Approval of Auditor**

Suddarth presented the Engagement Letter from GW & Associates for the 2024 annual audit. Hjerpe moved to accept the proposal with a second from Tenyak-O'Connor.

Ayes: Brown, Tenyak-O'Connor, Hjerpe, Ables, Vanco

Nays: none

Absent: Johnson, Kenyon

Johnson arrived at 7:37.

## **VIII. Trustee Reports**

Tenyak-O'Connor reported that the committee for the publishing of an updated version of the History of Winfield book met. The committee is still being organized and will meet again in early March.

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

Suddarth highlighted the following:

- Nuccia Choate was nominated by a patron for the American Library Association "I Love My Librarian" award.
- The new air conditioning coil was installed.
- A flock of birds made a mess by the east door during the January cold snap.

## **X. Old Business**

### **A. Personnel Policy**

Suddarth presented proposed revisions to the policy based on the discussion from the January meeting. After a short discussion, a further wording change was recommended. Ables moved approval of the policy with the changes and Johnson seconded.

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

Nays: None

Absent: Kenyon

## **XI. New Business**

### **A. Policy**

#### **i. General Policy**

The trustees reviewed the policy and made no changes.

#### **ii. Public Posting Policy**

The trustees reviewed the policy and made no changes.

### **B. Trustee training – "Trustee Trouble 5: Finances"**

The trustees viewed the video.

### **C. Serving Our Public: Chapter 3 – Personnel**

The board reviewed the chapter.

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

None.

## **XIII. Adjournment**

On a motion made by Tenyak-O'Connor and seconded by Ables, the board adjourned at 8:19 p.m.