

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

January 13, 2021, 7:30 p.m.

Winfield Public Library, 0S291 Winfield Rd., Winfield, IL 60190 & online via ZOOM

I. Opening

In the absence of president Mego, treasurer Brown called the meeting or order at 7:58 p.m.

II. Roll Call

Present: Hjerpe, Brown, Johnson, Tenyak-O'Connor, and Shanahan all attended via Zoom.

Absent: Mego, Kenyon

Also present: Matthew Suddarth, library director attended via Zoom but was physically present in the library.

Brown declared that an in-person meeting or a meeting conducted under [the OMA] is not practical or prudent because of a disaster and therefore the meeting would be held under the conditions allowed by Illinois Public Act 101-0640 amending the Illinois Open Meetings Act. Brown also determined that all participants in the meeting could hear each other as required by law.

III. Approval of Agenda

Hjerpe moved to approve the agenda with an addition to add item 6C – Landscape Committee. Johnson seconded.

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

Nays: none.

Absent: Mego, Kenyon.

IV. Consent Agenda

A. Approval of minutes of the December 9, 2020 meeting

B. Financial report

C. Approval of bills

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

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

Nays: none.

Absent: Mego, Kenyon.

V. Citizens to Speak

None.

VI. Reports of the Standing Committees

A. Finance – Appropriations Budget

Suddarth presented a draft of the Appropriations budget for Fiscal Year 2021-2022.

The trustees will review and it will be scheduled for approval at the February meeting.

B. Administration & Personnel – Library Director's Annual Review

Brown recommended that the Library Director's Annual Review not be done this year due to difficulties caused by COVID-19 in the director's ability to complete certain goals set forth last year. The other trustees concurred that this would be appropriate.

C. Landscape Committee

Hjerpe summarized the progress of the committee and that it had not met since last year. She suggested a meeting of the committee and asked if other trustees would be willing to work on the committee with her. Johnson expressed she would be interested. Suddarth, Hjerpe, and Johnson will schedule a time to discuss the plans and how to proceed.

VII. Old Business

A. Review of Illinois State Library Per Capita Grant Requirements

The trustees reviewed the requirements of the application form. This year's application requires the trustees to review *Serving Our Public 4.0: Standards for Illinois Public Libraries* in its entirety and report on the library's progress and plans for meeting the standards outlined in the publication. Upon completion of the standards review Suddarth stated he would prepare a draft of the application for review and possible approval by the board at the February meeting.

VIII. New Business

A. Acceptance of Board Member Resignation and Declaration of Vacancy of Position

Mego submitted his resignation from the board December 14, 2020. Tenyak-O'Connor moved acceptance of the resignation with a second by Johnson.

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

Nays: none.

Absent: Kenyon.

The board instructed Suddarth to post the vacancy on the library's Facebook page, website and in areas where patrons would see it when visiting the building. Johnson and Hjerpe volunteered to interview. Responses from applicants for the position will be sent to the entire board.

B. Election of Board Officers

Tenyak-O'Connor moved to elect Brown as president to serve the time remaining from Mego's term. The motion was not acted on for lack of a second.

Hjerpe moved to elect Johnson as president to serve the time remaining from Mego's term. Shanahan seconded.

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

Nays: none.

Absent: Kenyon.

C. Extension of the Delegation of Authority Resolution 20-03 Until February 10, 2021

Suddarth presented the resolution with no changes from previous months.

Hjerpe moved approval with a second by Tenyak-O'Connor.

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

Nays: none.

Absent: Kenyon

D. Re-Opening Plan Update

Suddarth stated that the library building will not reopen to the public until the Tier 3 mitigations are lifted by the governor. In the meantime, the library will continue its curbside service.

IX. Other Business

- Suddarth updated the board about the status of the library accepting credit card payments. As he was having a lot of trouble getting PayPal to work, he has looked in to setting up an account with the Illinois State Treasurer's ePay program. The library will have to create a new bank account and make sure the signatories on the library's "Illinois Funds" accounts are current. There will be no charge from the Treasurer's Office for the service.
- Suddarth received an email from Mike McAvoy of Mueller & Co. who has been conducting our annual audits. He and Mr. McAvoy will be discussing the fees proposed by Mueller & Co. for this coming year's audit. Depending on the results of that call, the board may consider requesting proposals from other auditing firms.
- The League of Women Voters may be contacting the trustees running for re-election to ask them to prepare a short video about why they are running for office.
- Suddarth asked the board to think about how they would like to charge for non-resident card renewals. It was the consensus of the board to only charge renewal fees going forward from a date to be set after the library starts accepting electronic payments. The preference of the trustees is to not charge the fee retroactively. Suddarth was instructed to ask the library's attorney if this practice would be allowed by law. If so, it is to be implemented.
- Suddarth informed the trustees of two upcoming programs they may be interested in.

X. Adjournment

Tenyak-O'Connor moved adjournment of the meeting at 9:11 p.m. with a second by Hjerpe.

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

Nays: none.

Absent: Kenyon.