

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 11, 2023 ; 7:30p.m.

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

I. Opening

Johnson called the meeting to order at 7:32 p.m.

II. Roll Call

Present: Johnson, Brown, Ables, Hjerpe, Bothwell

Absent: Tenyak-O'Connor, Kenyon

Also present: Matthew Suddarth, library director.

In the absence of Tenyak-O'Connor, Suddarth was designated as secretary pro tempore.

III. Approval of Agenda

Ables moved and Hjerpe seconded approval of the agenda.

Ayes: Johnson, Hjerpe, Bothwell, Brown, Ables

Nays: None.

Absent: Tenyak-O'Connor, Kenyon.

IV. Consent Agenda

A. Approval of minutes of the December 14, 2022 meeting.

B. Financial report

C. Approval of bills

Bothwell moved and Ables seconded approval of the Consent Agenda

Ayes: Johnson, Hjerpe, Bothwell, Brown, Ables

Nays: None.

Absent: Tenyak-O'Connor, Kenyon.

V. Communication & Correspondence

Suddarth the preliminary list of candidates who filed petitions to run for library trustee.

Additionally, he presented an article Hjerpe wished to share regarding a grant the Wheaton Public Library received to improve an outside space at their library.

VI. Citizens to Speak

None.

VII. Reports of Standing Committees

A. Finance – Appropriations Budget

Suddarth presented a draft of the appropriations for fiscal year 2023-24. This will be on the February agenda for approval.

B. Personnel – Library Director's Annual Review

The evaluation form and Suddarth's 2023 goals were presented. Trustees were asked to return the form to Johnson no later than February 1st. This will be discussed further at the February meeting.

VIII. Trustee Reports

None.

IX. Library Director's Report

In addition to his written report, Suddarth reported about several personnel changes that were happening. Additionally, he reviewed what he plans to cover this month with staff regarding succession planning. Finally, he mentioned that the number of patrons in attendance at the Holiday Open House was at least 100.

X. Old Business

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

The trustees reviewed the policy and made no changes. It was the consensus of the board not to continue review of the policy at each meeting. Instead, it will be revisited if needed.

B. Per Capita Grant application review and approval

Suddarth presented this year's application. Hjerpe moved acceptance with correction of several typos. Bothwell seconded.

Ayes: Johnson, Hjerpe, Bothwell, Brown, Ables

Nays: None.

Absent: Tenyak-O'Connor, Kenyon.

C. Long Range Plan

The board engaged in an exercise to review the status of items listed as "Services" in the current plan and to brainstorm new ideas.

XI. New Business

A. Policy

i. General Policy

ii. Public Posting Policy

The trustees reviewed both policies and made no changes.

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

Due to Tenyak-O'Connor's absence, the board did not review the minutes. This will be postponed to a future meeting.

C. Motion to open closed meeting minutes

As the board did not review any closed meeting minutes, this will be postponed to a future meeting.

D. Serving our Public – Chapter 1, "Core Standards"

The board reviewed the chapter.

XII. Other Business

None.

XIII. Adjournment

The meeting was adjourned at 8:52 p.m.