

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

January 8, 2025 ; 7:30p.m.

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

**I. Opening**

Brown called the meeting to order at 7:31 p.m.

**II. Roll Call**

Present: Brown, Johnson, Ables, Choate, Tenyak-O'Connor,

Absent: Kenyon, Hjerpe

Also present: Matthew Suddarth, library director.

In the absence of Hjerpe, Tenyak-O'Connor recorded the minutes

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

None.

**IV. Consent Agenda**

A. Approval of minutes of the December 11, 2024 meeting

B. Financial report

C. Approval of bills

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

**V. Communication & Correspondence**

Suddarth presented an article regarding library meeting room practices and a memo from attorney Roger Ritzman regarding the certification of candidates for the spring election.

**VI. Citizens to Speak**

None.

**VII. Reports of Standing Committees**

A. Finance – Suddarth presented the fiscal year 2025-26 appropriations budget. This will be on the February agenda for approval.

**VIII. Trustee Reports**

None.

**IX. Library Director's Report**

In addition to his written report, Suddarth reported the annual Holiday Open House was successful.

After a short discussion, the consensus of the board was to move the discussion regarding the Personnel policy to be before item X. A. Library Director Search.

The consensus of the board was to change the policy to reflect that the director shall receive 2-weeks vacation after 90 days of service. This will be voted on at the February meeting.

**X. Old Business**

A. Library Director Search

After a discussion, the board agreed to the following:

- Tenyak-O'Connor will revise the position announcement to reflect the benefit change agreed to by the trustees during the Personnel policy discussion.
- The announcement will be posted after the February meeting.
- An application deadline was established for March 15<sup>th</sup>.

**XI. New Business**

A. Per Capita grant application

Suddarth presented this year's application. Johnson moved approval with a second by Choate.

Ayes: Brown, Johnson, Choate, Ables, Tenyak-O'Connor

Nays: None.

Absent: Kenyon, Hjerpe

Suddarth will submit the application to the state library prior to the deadline date.

B. Policy

- i. Personnel – discussed prior to item X., A. Library Director Search
- ii. General – the board reviewed the policy and made no changes
- iii. Public Posting – the board 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 1, "Core Standards" – the trustees reviewed the chapter.

**XII. Other Announcements/Comments**

A discussion ensued regarding the recent grant announcement from Northwester Medicine. Various ideas were put forth and Suddarth will look into the possibility of applying for funding.

**XIII. Adjournment**

On a motion made by Tenyak-O'Connor and seconded by Ables, the board adjourned at 8:56 p.m.