

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

March 9, 2022, 7:30 p.m.

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

I. Opening

President Johnson called the meeting to order at 7:30 p.m.

II. Roll Call

Present: Johnson, Brown, Tenyak-O'Connor, Ables, Bothwell, Hjerpe, Kenyon

Absent: None.

Also present: Matthew Suddarth, library director.

III. Approval of Agenda

Ables moved acceptance of the agenda. Hjerpe seconded.

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

Nays: none.

Absent: none.

IV. Consent Agenda

A. Approval of minutes of the February 9, 2002 and February 23, 2022 meetings

B. Financial report

C. Approval of bills

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

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

Nays: none.

Absent: none.

V. Communication & Correspondence

Suddarth presented an article from the American Library Association regarding the status of a law regulating e-book purchases by libraries in Maryland, notice of the LIMRiCC Board of Directors election, and a memorandum from the library's attorney Roger Ritzman regarding this year's Statement of Economic Interest form. Additionally, he presented an article from NPR about the status of libraries in Ukraine.

VI. Citizens to Speak

None.

VII. Reports of the Standing Committees

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

On a motion made by Kenyon, and seconded by Tenyak-O'Connor, the trustees entered closed session at 7:37 p.m. for the purpose of discussing the library director's annual review as allowed in (5 ILCS 120/2(c)(1)).

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

Nays: none.

Absent: none.

The meeting reentered open session at 8:21 p.m.

VIII. Trustee Reports

Brown reviewed the current status of the village's proposed TIF district.

IX. Library Director's Report

In addition to the written reports received by the trustees prior to the meeting, Suddarth reported the debt refinancing had closed earlier that day and reviewed a document provided by the financial consultant regarding the matter.

X. Old Business

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

Suddarth presented a proposed policy regarding the requirements of patrons to wear masks in the library building and the criteria used to determine when it would be necessary. After a discussion, the consensus of the board was to approve the policy with a few changes from that presented. It was also agreed to revisit the policy monthly until it is no longer needed.

Tenyak-O'Connor moved acceptance of the policy with the proposed changes from presented. Hjerpe seconded.

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

Nays: none.

Absent: none.

XI. New Business

A. Review and Approval of Resolution #22-02 – “Resolution Delegating Authority to the Board President or Library Director to Make Decisions.”

After a brief discussion, the consensus of the board was to table the resolution until the board felt it might be needed.

Johnson left the meeting at 8:55 p.m. Brown conducted the remainder of the meeting.

B. Policy – review and approval

i. Test Proctoring

The board reviewed a proposed policy. After making a few small editorial changes, Ables moved acceptance with a second by Hjerpe

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

Nays: none.

Absent: none.

ii. Personnel

The board reviewed a proposed change to the policy to have the library pay for membership to professional organizations for full-time and professional staff. After a brief discussion of the matter, Kenyon moved acceptance of the policy with the change and Tenyak-O'Connor seconded.

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

Nays: none.

Absent: none.

iii. Family Leave

The board reviewed and made no changes.

iv. Harassment

Upon review of the policy, the board decided to make an editorial change to the policy. Hjerpe moved to accept the policy with the change and Bothwell seconded.

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

Nays: none.

Absent: none.

- v. Drug and Alcohol-Free
After reviewing the policy, the board instructed Suddarth to find out if this policy is legally required and if the library has the information available that is stated in the policy. The board will revisit in April.
 - vi. Identity Protection
The board reviewed the policy and made no changes.
- C. Serving our Public – Programming
The trustees reviewed the chapter.

XII. Other Business

Suddarth asked the trustees about the following items:

- The Historical Society is interested in publishing an updated version of the History of Winfield book and needs the library's permission to republish it. The consensus of the board is to discuss at the April meeting.
- A representative of the Winfield Area Gardeners asked if they could "adopt" one of the library's planters this summer. The consensus of the board was to allow them to do so.
- A question as to whether board email is being forwarded to their personal email. Several stated it was not to their knowledge. Suddarth will look into this.

There was a short discussion regarding the Statement of Economic Interest form. The consensus is to wait until further guidance is issued before completing the statement.

XIII. Adjournment

Tenyak-O'Connor moved to adjourn the meeting at 9:20 p.m. Ables seconded. All present voted in favor of the motion.