

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

May 10, 2023 ; 7:30p.m.

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

**I. Opening**

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

**II. Roll Call**

Present: Johnson, Brown, Ables, Bothwell, Tenyak-O'Connor; Hjerpe arrived at 7:35

Absent: Kenyon

Also present: Matthew Suddarth, library director.

**III. Approval of Agenda**

Ables moved acceptance of the agenda. Bothwell seconded.

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

Nays: None.

Absent: Kenyon.

**IV. Declaration of Board Vacancy**

As the term of Tenyak-O'Connor was expiring, the board declared the seat vacant for the purposes of appointing a replacement to the seat.

**V. Appointment of New Trustee**

Johnson moved and Brown seconded appointing Tenyak-O'Connor to fill the vacant board seat.

Ayes: Johnson, Bothwell, Brown, Hjerpe, Ables

Nays: None.

Absent: Kenyon.

**VI. Swearing in of New Trustees**

For the purposes of swearing in the new trustees, Brown acted as secretary pro tempore. He then administered the oath of office to the other trustees.

**VII. Consent Agenda**

A. Approval of minutes of the April 12, 2023 meeting.

B. Financial report

C. Approval of bills

Tenyak-O'Connor moved acceptance of the Consent Agenda with a second by Brown.

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

Nays: None.

Absent: Kenyon.

**V. Communication & Correspondence**

Suddarth presented a letter from attorney Roger Ritzman regarding pending cases before the United States Supreme Court about whether social media comments critical of public officials are protected free speech.

Johnson presented an email from Winfield resident Don Sidlowski reflecting his desire to design a “Maker Space” for the library. It was the consensus of the board to have him make a presentation to the board at a future meeting.

**VI. Citizens to Speak**

None.

**VII. Reports of Standing Committees**

A. Finance

i. Working Budget

Suddarth presented the working budget to the board. Brown moved acceptance with a second by Tenyak-O’Connor.

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

Nays: None.

Absent: Kenyon.

ii. Building & Maintenance levy

Suddarth presented the annual Building & Maintenance to the board. Brown moved acceptance with a second by Hjerpe.

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

Nays: None.

Absent: Kenyon.

B. Personnel – Director Evaluation Process

A discussion was held regarding the “360” review process of the library director. The consensus of the board was to not continue the process this year. A further discussion ensued regarding the selection process of a new director when the time comes.

**VIII. Trustee Reports**

None.

**IX. Library Director’s Report**

Suddarth highlighted a few items in his written report.

**X. Old Business**

A. Long Range Plan

The board reviewed the section regarding the library interior.

**XI. New Business**

A. Election of Officers

Tenyak-O’Connor nominated Johnson to be board president. Johnson declined and nominated Brown. Hjerpe seconded the nomination. Brown accepted the nomination and all voted in favor of Brown as president.

Johnson nominated Tenyak-O’Connor to be secretary. Ables seconded the nomination. Tenyak-O’Connor accepted. All voted in favor.

Johnson nominated Bothwell to be treasurer. Brown seconded. Bothwell accepted the nomination. All voted in favor.

Brown started conducting the meeting at this point.

B. Consideration of Committees

After a short discussion, the trustees agreed to the following committee assignments:

Finance – Bothwell  
Administration & Personnel – Tenyak-O’Connor and Johnson  
Ethics officer – Tenyak-O’Connor  
Committee on Special Projects – Johnson and Kenyon  
Long Range Plan – Johnson and Bothwell  
Landscape Plan – Johnson and Hjerpe  
Friends Liaison – Ables  
History of Winfield book – Tenyak-O’Connor

C. Review mission statement

The board reviewed the statement and made no changes

D. In-service day

Tenyak-O’Connor will coordinate the staff breakfast. Suddarth invited trustees to attend the presentation by Joyce McIntosh of the American Library Association Office of Intellectual Freedom that will be part of the day.

E. Picnic Table

At the April meeting, Ables presented a proposal regarding the desire to purchase a picnic table for staff use. Suddarth presented a memo detailing the issues with locating a site for the table. This will be discussed further as progress warrants.

F. Policy

i. Credit/Debit card

The board reviewed the policy and made no changes

ii. Meeting Room

After a discussion, the board added that they would like the organizations allowed to use the room to include groups not residing in Winfield to be allowed at the discretion of the director. Suddarth will develop criteria for determining what groups might be allowed and present to the board at a future meeting.

G. Serving our Public – Chapter 7, “Collection Management”

The board reviewed the chapter.

H. Closed session for the purposes of reviewing minutes of closed sessions (5 ILCS 120/2 (c) 21) – the session was not held due to a malfunction of the recording device.

I. Consideration to open minutes of closed sessions – the board decided to open the minutes of the following meetings:

- February 9, 2022
- March 9, 2022
- November 9, 2022
- February 8, 2023
- March 8, 2023

J. Consideration of destruction of recordings of closed sessions held prior to November 2021 – the board agreed to destroy the recordings of the closed sessions held prior to November 2021.

**XII. Other Business**

None.

**XIII. Adjournment**

The meeting adjourned at 9:38 p.m.