

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

May 8, 2024 ; 7:30p.m.

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

**I. Opening**

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

**II. Roll Call**

Present: Brown, Ables, Johnson, Kenyon, Tenyak-O'Connor, Hjerpe arrived at 7:34

Absent: Vanco

Also present: Matthew Suddarth, library director.

Present via Zoom: Anna Yackle and Leeane Furby of the Illinois Heartland Library system

**III. Presentation regarding iLead Trustee Training**

Yackle and Furby gave a presentation to the board about the new online trustee training program developed by the Illinois Heartland Library System.

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

None.

**V. Consent Agenda**

A. Approval of minutes of the April 10, 2024 meeting

B. Financial report

C. Approval of bills

Johnson moved to approve the consent agenda. Tenyak-O'Connor seconded. All present voted in favor.

**VI. Communication & Correspondence**

Suddarth presented the following:

- A letter from Winfield Historical Society president Adrienne Rose inviting the library to attend their annual meeting to be held May 21<sup>st</sup>.
- A memorandum from library attorney, Roger Ritzman, regarding upcoming requirements for website accessibility.

**VII. Citizens to Speak**

None.

**VIII. Reports of Standing Committees**

A. Finance

i. Working Budget

Suddarth reviewed a revised budget from the one presented in April. After a short discussion, Ables moved acceptance as presented with a second by Tenyk-O'Connor.

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

Nays: None

Absent: Vanco

ii. Building & Maintenance levy

Suddarth presented the annual levy request. Tenyak-O'Connor moved approval, Hjerpe seconded.

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

Nays: None

Absent: Vanco

### **VIII. Trustee Reports**

None.

### **IX. Library Director's Report**

Suddarth handed out the circulation report and explained that it is sometimes late because of the occasional difficulty getting the statistics from some of the vendors. Additionally, he reported that the chick hatching in Youth Services had been popular.

### **X. Old Business**

#### **A. Harassment Policy**

Tenyak-O'Connor shared recommended wording for changes to the policy. She will send this to Suddarth to include in the written policy. The changes will be reviewed for approval at the June meeting.

### **XI. New Business**

#### **A. Review and Approval of parking lot sealcoating proposal**

Suddarth presented a proposal to patch and sealcoat the parking lot from Maul Paving in the amount of \$15,510.14.

Tenyak-O'Connor moved acceptance of the proposal with a second by Ables

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

Nays: None

Absent: Vanco

#### **B. Review of Long-Range Plan**

After a discussion, it was the consensus of the board to have Suddarth send them copies of the library's older plans along with plans from other libraries. The board will discuss further at a future meeting.

#### **C. Review of Mission Statement**

The trustees reviewed the library's Mission Statement and made no changes.

#### **D. Library Walkthrough Discussion – After a discussion regarding the value of conducting the exercise, it was decided that Suddarth will see how other library's handle this and report back to the board at the June meeting**

#### **E. Credit/Debit Card policy**

The board reviewed the policy and made no changes.

#### **F. Election of Officers**

Tenyak- O'Connor nominated Brown for president. Kenyon seconded.

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

Nays: None

Absent: Vanco

Hjerpe nominated Tenyak-O'Connor for treasurer with a second by Brown

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

Nays: None

Absent: Vanco

Tenyak-O'Connor nominated Hjerpe for secretary, Ables seconded

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

Nays: None

Absent: Vanco

**G. Consideration of Committees**

The consensus of those present was to adopt the following to the various committees:

- Finance – Tenyak-O'Connor
- Administration & Personnel – Tenyak-O'Connor & Brown
- Ethics Officer – Tenyak-O'Connor
- Committee on Special Projects – Johnson & Kenyon
- Long Range Plan – Johnson, Hjerpe
- Landscape Plan – Johnson, Hjerpe
- Friends Liaison – Ables
- History of Winfield Book – Tenyak-O'Connor

**H. Closed session for the purposes of reviewing the minutes of closed sessions**

The board decided not to review closed sessions as there were no new sessions since the last review.

**I. Serving Our Public: Chapter 7 – Collection Management.**

The board reviewed the chapter.

**XII. Other Announcements/Comments**

None.

**XIII. Adjournment**

On a motion made by Ables and seconded by Kenyon, the board adjourned at 9:14 p.m.