

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 13, 2024 ; 7:30p.m.

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

I. Opening

Brown called the meeting to order at 7:34 p.m.

II. Roll Call

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

Absent: None.

Also present: Matthew Suddarth, library director.

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

None.

IV. Consent Agenda

A. Approval of minutes of the October 9, 2024 meeting

B. Financial report

C. Approval of bills

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

V. Communication & Correspondence

Suddarth presented the following:

- Notification from Chase Bank that Safe Deposit Box rent will be increasing
- An article regarding the use of standards collection development practices in libraries to remove items because of the viewpoints expressed in them.
- An article about a group in Texas requiring a library to reclassify a book about history as fiction.

VI. Citizens to Speak

None.

VII. Reports of Standing Committees

Nothing.

VIII. Trustee Reports

Nothing

IX. Library Director's Report

In addition to his written report, Suddarth presented the board with the Illinois Library Association 2025 legislative agenda and informed them of an issue the library is having with its book distributor sending items promptly.

X. Old Business

A. Library Director Search

- o Brown presented the trustees with a proposed timeline for proceeding.

- A salary range of \$90,000-\$100,000 will be advertised
- Brown and Tenyak-O'Connor will conduct the initial screening of applicants with the entire board participating in the interview process
- After a discussion about having those outside of the board participate in the selection process, it was the consensus of the board to have Greg O'Connor, Friends Secretary, come to the December board meeting to express his thoughts regarding the process.

XI. New Business

A. Declaration of Vacancy of Trustee Position

With trustee Vanco's intent to leave the board announced at the October meeting, Johnson moved to have the board declare the position vacant. Ables seconded.

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

Nays: None.

Absent: None.

After a short discussion, it was decided to have Suddarth post the vacancy. Candidates are to have their letters of interest to Brown no later than December 4, 2025.

B. Policy

i. Personnel

Suddarth proposed several changes to the paid time off schedules in the policy to make them correspond with the policy and Paid Leave for all Worker's Act.

Additionally, it was suggested that several typos be corrected. After a discussion it was decided that it may time for a complete revision of the policy. Suddarth will work on this.

Johnson moved acceptance of the policy with the changes discussed. Ables seconded.

All voted in favor of the motion.

ii. Unsupervised Children

The trustees revised the wording of the sample letter to be sent to parents of unruly children. Johnson moved to accept the changes with Ables seconding.

All voted in favor of the motion.

iii. Volunteer

The policy was reviewed with no changes made.

iv. Friends

The policy was reviewed with no changes made.

v. Travel Reimbursement

Suddarth reported that the "Permitted Travel Expenses" had been revised to reflect the 2024 IRS mileage reimbursement amount. No changes were made to the Resolution 16-06 passed December 2016.

C. iLEAD Trustee Training

Trustees were asked to complete the module regarding ethics.

D. Serving out Public – Chapter 4, "Access" – the trustees reviewed the chapter.

E. Closed session for the purposes of reviewing minutes of closed sessions (5 ILCS 120/2 (c) 21) – as there have been no closed sessions since the last review, the board stayed in open session.

F. Approval of minutes of closed sessions – as there have been no closed sessions since the last review, there were no minutes to approve.

G. Consideration of destruction of recordings of closed sessions – the trustees did not act on the agenda item.

XII. Other Announcements/Comments

XIII. Adjournment

On a motion made by Tenyak-O'Connor and seconded by Johnson, the board adjourned at 9:26 p.m.