

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 12, 2025; 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: Ables, Brown, Choate, Hjerpe, Johnson, Olson, Tenyak-O'Connor

Absent: None

Also present: Library director, Joe Marcantonio.

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

None.

IV. Consent Agenda

A. Approval of minutes of the October 9, 2025 meeting

B. Financial report

C. Approval of bills paid and payable

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

V. Communication & Correspondence

Marcantonio presented the following:

A. Newsletter: *Literacy* Fall 2025 – Quarterly Newsletter from the Illinois State Librarian

B. Illinois Senate Resolution No. 104: State is making an official recommendation for Library Trustees to make use of training opportunities. Lays groundwork for mandating training later on.

C. Notice: Village of Winfield Joint Board Review – The Village will hold two meetings on the TIF districts. The Library Director will represent the Library at the meetings.

D. Article: *Five Steps for a Successful Meetup* – Article for board on upcoming Legislative Meetup.

E. Email: Invite to the Dolly Parton Imagination Library for the Winfield Township. Would give up to 654 Winfield residents the opportunity to receive books for their children birth - 5 years old. Funded by the Library and several other participating organizations.

F. Email: Complimentary letter from a Winfield resident on how the Library is a great space for her teenage son.

G. Email: Complimentary letter from a Winfield resident about the recent starting of a Little Free Pantry.

VI. Citizens to Speak

None.

VII. Reports of Standing Committees

None.

VIII. Trustee Reports

Brown reported that opening arguments for the TIF District litigation is underway. Hjerpe shared a story about a librarian getting author presentations via Zoom for her library.

VIX. Library Director's Report

See written report.

X. Old Business

- A. Disaster Plan – Ables moved to approve the plan with changes, Tenyak-O'Connor seconded. All voted in favor.

XI. New Business

A. Policy

- i. Personnel
 - a. The trustees reviewed the policy and made no changes.
- ii. Unsupervised Children
 - a. Staff/Director changes were approved by the board. Tenyak-O'Connor moved to approve, Ables seconded. All present voted in favor. Signed by President Brown and Secretary Hjerpe.
- iii. Volunteer
 - a. Staff/Director changes were approved by the board. Hjerpe moved to approve, Olson seconded. All present voted in favor. Signed by President Brown and Secretary Hjerpe.
- iv. Friends
 - a. The board would like to see other examples of Friends Policies to consider changes at the next meeting.
- v. Travel Reimbursement
 - a. Staff/Director changes were approved by the board. New rates were updated. Hjerpe moved to approve, Olson seconded. All present voted in favor.

Board President Brown left meeting at 8:31pm.

B. Illinois Public Library Standards

- i. The board reviewed the Building & Grounds chapter.
- ii. The board discussed the Director's report on the Building & Grounds chapter's Action Plan.

C. iLEAD Trustee Training

- i. The Board discussed the *Illinois Trustee Requirements* and had questions about the progress and history of module completion. It seems to be inconsistent. The Director will follow up with L2.
- ii. The Board discussed *How to Conduct an OMA Compliant Board Meeting* module.

- D. At 8:45 Johnson moved to enter closed session to review the closed session minutes from March 12, May 14, and June 11, 2025. Ables seconded. Roll Call vote: Ables: AYE, Choate: AYE, Hjerpe: AYE, Johnson: AYE, Olson AYE, Tenyak-O'Connor: AYE. The motion passed with 6 AYE votes and 1 Absent.

- a. Trustees returned from closed session at 8:58. Johnson moved to return to open session, Ables seconded.

- b. Approved. The Board opened the March 12 and May 14 minutes. Johnson moved to change the status of the minutes, Ables seconded. All voted in favor with Olson abstaining. The March 19, 25, and June 11 minutes remain closed.
- c. Trustees returned from closed session at 8:58. Johnson moved to return to open session, Ables seconded. All voted in favor. Roll Call vote: Ables: AYE, Choate: AYE, Hjerpe: AYE, Johnson: AYE, Olson AYE, Tenyak-O'Connor: AYE. The motion passed with 6 AYE votes and 1 Absent.
- d. No recordings were ordered destroyed at this time.

XII. Other Announcements/Comments

A. Holiday open House - December 13th

- 1. Tenyak-O'Connor, Johnson, and Ables plan on attending.

XIII. Adjournment

The board adjourned at 9:10 p.m. on a motion made by Johnson and seconded by Ables. All present voted in favor.