

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 14, 2020, 7:30 p.m.

Winfield Public Library, 0S291 Winfield Rd., Winfield, IL 60190 & online via ZOOM

I. Opening

President Mego called the meeting to order at 7:33 p.m. In the absence of Tenyak-O'Connor, library director Suddarth acted as secretary pro tem.

II. Roll Call

Present: Hjerpe, Brown, Johnson Mego, Shanahan, and Kenyon all attended via Zoom.

Absent: Tenyak-O'Connor.

Also present: Matthew Suddarth, library director attended via Zoom but was physically present in the library. Mego declared that an in-person meeting or a meeting conducted under [the OMA] is not practical or prudent because of a disaster and therefore the meeting would be held under the conditions allowed by Illinois Public Act 101-0640 amending the Illinois Open Meetings Act. Mego also determined that all participants in the meeting could hear each other as required by law.

III. Approval of Agenda

Hjerpe moved to approve the agenda. Johnson seconded.

Ayes: Brown, Hjerpe, Johnson, Mego, Shanahan, Kenyon

Nays: none.

Absent: Tenyak-O'Connor

IV. Consent Agenda

A. Approval of minutes of the August 12, 2020 meeting

B. Financial report

C. Approval of bills

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

Ayes: Brown, Hjerpe, Johnson, Mego, Shanahan, Kenyon

Nays: none.

Absent: Tenyak-O'Connor

V. Citizens to Speak

None.

VI. Reports of the Standing Committees

A. Audit presentation – Suddarth explained to the board why auditor Roy Groesbeck would not be able to present the final audit statement until the November meeting.

B. Annual Report of Revenues and Expenditures

Brown moved approval and Johnson seconded.

Ayes: Brown, Hjerpe, Johnson, Mego, Shanahan, Kenyon

Nays: none.

Absent: Tenyak-O'Connor

VII. Old Business

- A. Credit/Debit Card Policy
Suddarth presented a revised version of the policy. A change was suggested to remove the fee to use a card. Hjerpe moved acceptance of the policy as amended with a second by Kenyon.
Ayes: Brown, Hjerpe, Johnson, Mego, Shanahan, Kenyon
Nays: none.
Absent: Tenyak-O'Connor

VIII. New Business

- A. Extension of the Delegation of Authority Resolution 20-03 Until November 11, 2020
Suddarth presented the resolution with no changes from previous months.
Kenyon moved approval with a second by Shanahan.
Ayes: Brown, Hjerpe, Johnson, Mego, Shanahan, Kenyon
Nays: none.
Absent: Tenyak-O'Connor
- B. Amend 2020 Schedule of Library Closing Dates to include November 3, 2020 if needed. Hjerpe moved to amend the schedule to allow for the library to close Tuesday, November 3, 2020 if necessary pending the outcome of the court's decision in a lawsuit regarding the establishment of the day as a state holiday. Shanahan seconded.
Ayes: Brown, Hjerpe, Johnson, Mego, Shanahan, Kenyon
Nays: none.
Absent: Tenyak-O'Connor
- C. Schedule Board Meetings and Library Closings 2021
Johnson moved accepting the dates with a second by Hjerpe.
Ayes: Brown, Hjerpe, Johnson, Mego, Shanahan, Kenyon
Nays: none.
Absent: Tenyak-O'Connor
- D. Staff vacation time carryover
Suddarth reviewed the necessity to alter the library's Personnel Policy regarding the carrying over of staff vacation time to the next year. Due to the COVID-19 pandemic, staff have not been able to use their vacation time as usual. The consensus of the board was to have 1 year's worth carry over to 2021 to be used by the end of the year, 2 week's to carry over to 2022 and for 2023 to return to the policy. Suddarth was instructed to write a resolution regarding this for the board to approve at the November meeting.
- E. Re-opening plan update.
Suddarth stated the library is almost ready for reopening and that staff were looking for volunteers to participate in a soft opening. Several trustees expressed interest in participating in this event.

IX. Other Business

- Suddarth reminded trustees that need to run for reelection to get their packets at the village hall. Trustees need 25 signatures from Winfield residents who are registered voters. Their packets may be returned at the village hall starting Monday, December 14th and need to be returned no later than Monday, December 21st.

- Brown attended the District 34 community forum as a representative of the District 94 school board. He found the event productive and expressed his wish that someone from the library attend the event on October 19th.

X. Adjournment

The meeting was adjourned at 8:18 p.m.