

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 13, 2021, 7:30 p.m.

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

I. Opening

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

II. Roll Call

Present: Brown, Johnson, Kenyon, Bothwell, Tenyak-O'Connor, and Ables Hjerpe arrived at 7:46

Absent: None

Also present: George Roach, Auditor; Matthew Suddarth, library director

III. Approval of Agenda

Tenyak-O'Connor moved acceptance of the agenda. Ables seconded.

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

Nays: none.

Absent: Hjerpe.

IV. Consent Agenda

A. Approval of minutes of the September 8, 2021 meeting

B. Financial report

C. Approval of bills

Bothwell moved and Ables seconded the approval of the consent agenda.

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

Nays: none.

Absent: Hjerpe.

V. Communication & Correspondence

Suddarth presented the following:

- A note from a patron showing appreciation for the summer reading program.
- An email regarding comments from a patron who appreciated the open space of the reconfigured library.
- An email from village manager Curt Barrett regarding potential changes in the TIF district and possible money that would be received by the library due to the changes.

VI. Citizens to Speak

None.

VII. Reports of the Standing Committees

A. Finance

- i. Audit Report – Auditor George Roach presented the report for fiscal year ended April 30, 2021. Brown made a motion to accept the report with a second by Ables.

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

Nays: none.

Absent: none.

ii. Annual Statement of Revenues and Expenditures

Suddarth presented the report.

Brown moved acceptance with a second by Tenyak-O'Connor

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

Nays: none.

Absent: none.

VIII. Trustee Reports

Nothing.

IX. Library Director's Report

Suddarth discussed some of the unusual events that have happened over the past month including someone being locked in the building overnight. Additionally, he mentioned that Tressa Link had recently developed a shelving guide for staff.

X. Old Business

None.

XI. New Business

A. Disaster Plan

The board reviewed the plan and requested several changes. Suddarth will revise and the board will review again at the November meeting.

B. Per Capita Grant

Suddarth presented the application form. It was the consensus of the board that they will review the requirements for the November meeting, Suddarth will have a draft of the completed application for review at the December meeting and final approval will be scheduled for the January 2022 meeting.

C. Schedule Board Meetings for 2022

The board reviewed the proposed meeting dates for 2022. Suddarth will correct a typo on the list before posting. Kenyon moved to accept with the correction and Bothwell seconded.

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

Nays: none.

Absent: none.

D. Schedule Library Closings for 2022

Suddarth presented the list of proposed dates for the library to be closed. Ables moved acceptance with a second by Tenyak-O'Connor.

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

Nays: none.

Absent: none.

E. Policy

i. Circulation

Suddarth presented the policy with the changes requested at the September meeting. Brown moved approval as presented. Tenyak-O'Connor seconded.

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

Nays: none.

Absent: none.

ii. Meeting Room

The trustees reviewed the policy and made no changes.

iii. Investment

The policy was reviewed with no changes made.

iv. Search Warrant

The board reviewed the policy and made no changes.

F. Serving our Public – Governance and Administration

The board reviewed the chapter.

XII. Other Business

Suddarth brought the following for discussion:

- The library has received a quote from ACR Restoration for mitigating the mold and for repair and painting of the ceiling leak. The board asked Suddarth to have the quotes separated to make them clearer for auditing purposes.
- Suddarth discussed an email from James Rachlin discussing the possible refinancing of the library's debt certificates. The trustees instructed him to find out more and revisit the issue next month.
- Suddarth introduced a new service for providing adult programs that adult programming assistant Dawn Leardi would like the library to participate in. Initially, the library would be part of a six-month trial program to see if it would work. If the library wanted to continue, the library could. The fee for the trial is \$200 and the library board would have to approve an intergovernmental agreement. It was the consensus of the board to have the agreement ready for approval at the November meeting.

XIII. Adjournment

The meeting was adjourned at 8:44 p.m.