MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 10, 2025; 7:30p.m.
Winfield Public Library, 0S291 Winfield Rd., Winfield, IL 60190

I. Opening
Brown called the meeting to order at 7:28 p.m.

II. Roll Call
Present: Brown, Johnson, Choate, Olson, Ables, Tenyak-O'Connor, Hjerpe
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 August 13, 2025 meeting
B. Financial report
C. Approval of bills paid and payable
    i. Tenyak-O'Connor moved to approve the consent agenda. Ables seconded. All present voted in favor.

V. Communication & Correspondence
Marcantonio presented the following:
A. Notice of Property Tax Exemption Application Filing
B. Quote for parking lot repairs from RADOP Asphalt & Snow
C. Information about Knowledge Exchange, the company that recycles the leftover books after the Annual Book Sale.
D. Trustee Training – Robert's Rules of Order on Saturday, September 27 (10-11am)
E. Find More Illinois is adding 2 million new items from Northern Illinois University to the collection accessible by library patrons across the state.

VI. Citizens to Speak
None.

VII. Reports of Standing Committees
The 2025 Tax Levy was approved and signed. Hjerpe moved to approve the Tax Levy. Tenyak-O'Connor seconded. All present voted in favor. The letter has been sent to Village Manager, Evan Summers.

VIII. Trustee Reports
Trustee Choate reported on the Library's parade entry:
A. Great turnout, 23 people marched with the library.
B. Positive reactions and compliments from parade attendees.

IX. Library Director's Report
See written report.

X. Old Business

A. Policy
  i. Web Accessibility Policy. Ables moved to approve, Johnson seconded. All present voted in favor. Signed by Brown and Hjerpe.
  ii. Interlibrary Loan Policy. Tenyak-O’Connor moved to approve, Ables seconded. All present voted in favor. Signed by Brown and Hjerpe.

B. Bylaws
  i. Additional changes needed for approval at October meeting.

XI. New Business

A. Policy
  i. Test Proctoring
    a. Additional changes needed for approval at October meeting.
  ii. Internet Policy
    a. The trustees reviewed the policy and made no changes.
  iii. Staff Email Policy
    a. The trustees reviewed the policy and made no changes.
  iv. Wi-fi Policy
    a. The trustees reviewed the policy and made no changes.
  v. Notary Policy
    a. The trustees reviewed the policy and made no changes.

B. Illinois Public Library Standards
  i. The board reviewed <u>the Access chapter and appendices</u>.
  ii. The board discussed the Access chapter’s <u>Action Plan</u>.
    a. A lot of great discussion was generated and brought up the need for a long-range plan.

C. iLEAD Trustee Training
  i. All Trustees have reviewed the introductory modules. They will be complete the Ethical Principles module and be ready to discuss at the October meeting

XII. Other Announcements/Comments

XIII. Adjournment

The board adjourned at 9:15 p.m. on a motion made by Tenyak-O’Connor and seconded by Ables. All present voted in favor.