

**MINUTES  
WINFIELD PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

August 12, 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 7:34 p.m. As the governor of Illinois has declared a disaster due to public health concerns, per the guidelines allowed in 5 ILCS 120/7 as amended by P.A. 101-0640, President Mego determined that an in-person meeting of the board was not practical and verified that all present could hear one another and all discussion and testimony.

**II. Roll Call**

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

Absent: Tenyak-O'Connor.

Also present: Matthew Suddarth, library director attended via Zoom but was physically present in the library.

Resident Matt Tibble attended via Zoom.

**III. Approval of Agenda**

Johnson moved to approve the agenda. Hjerpe seconded.

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

Nays: none.

Absent: Tenyak-O'Connor

**IV. Consent Agenda**

A. Approval of minutes of the July 8, 2020 meeting

B. Financial report

C. Approval of bills

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

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

Nays: none.

Absent: Tenyak-O'Connor

**V. Citizens to Speak**

Suddarth read emails from five residents regarding the library's discussion about the Village of Winfield's proposed second tax increment financing district. All requested the library be opposed to the creation of the district.

**VI. Reports of the Standing Committees**

The tax levy was introduced. This will be placed on the September 2020 agenda for approval.

**VII. Old Business**

A. Discussion of TIF District

After a lengthy discussion, the board asked that each trustee submit to Suddarth no later than Friday, August 28 their thoughts regarding any action the library should take regarding the proposed second tax increment financing (TIF) district the village wishes to create. Suddarth was instructed to try to determine an amount of money the library might lose due to the TIF district, ask the library's attorney to discuss the TIF with the attorney for School District 34, and to compile the trustee's thoughts for a possible vote on the topic to be placed on the agenda for the September meeting. It was agreed that if necessary due to timing constraints regarding passage of the TIF by the village, the library board may have an earlier than normally scheduled special meeting to discuss the responses of the trustees and vote on any action to be taken by the library.

## **XII. New Business**

### **A. Extension of the Delegation of Authority Resolution 20-03 Until September 9, 2020**

Suddarth presented the resolution with no changes from previous months.

Hjerpe moved approval with a second by Johnson.

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

Nays: none.

Absent: Tenyak-O'Connor

### **B. Re-Opening plan update**

Suddarth presented a plan for opening the building to library patrons during the State of Illinois' "Restore Illinois" phase 4 for dealing with the COVID-19 pandemic. It was suggested that staff implement screening of patrons at the door to make sure they are as healthy as possible before entering the building and that a video tour of the public space be provided via the library's website and Facebook page. Additionally, the board discussed the importance of requiring those over the age of 2 to wear face masks. The consensus of the board is to proceed as Suddarth the staff are comfortable to do so.

### **C. Reference policy**

Suddarth presented a change to the policy to remove language regarding allowing library patrons access to the reference collection as all reference items are now shelved with the non-fiction materials.

Brown moved approval of the policy as presented. Shanahan seconded.

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

Nays: none.

Absent: Tenyak-O'Connor

## **XIII. Other Business**

- Suddarth mentioned that as part of the re-opening of the building to patrons, staff feels the need to start accepting payments for fines, fees, etc. via credit and debit cards. He stated that some library's have a policy in place regarding this and asked if the board would like him to prepare a policy for the library to follow. The consensus of the board was that this should be developed as an administrative procedure unless the library's attorney feels a policy should be in place. Suddarth will check with the attorney and if a policy is needed, it will be placed on the

September agenda for review and possible approval by the board. If a policy is not needed, Suddarth will work with staff to develop procedures to be used.

**XIII. Adjournment**

The meeting was adjourned at 9:37 p.m.