

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

December 13, 2023 ; 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. In the absence of Hjerpe, Tenyak-O'Connor agreed to act as secretary pro tem.

II. Roll Call

Present: Brown, Tenyak-O'Connor, Johnson, Vanco

Absent: Ables, Hjerpe, Kenyon.

Also present: Matthew Suddarth, library director.

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

None.

IV. Consent Agenda

A. Approval of minutes of the November 8, 2023 meeting

B. Financial report

C. Approval of bills

Vanco moved to approve the consent agenda. Johnson seconded. All present voted in favor.

V. Communication & Correspondence

Suddarth presented the following:

- A letter from the Helen Plum Library board thanking the staff for the work it does.
- The legislative "palm card" from the Illinois Library Association "Legislative Meetups"
- A letter from John Langton, interim superintendent of Community High School District 94 to Curt Barrett, village manager with a list of questions regarding TIF2
- A letter from Curt Barrett in response to John Langton's request.

VI. Citizens to Speak

None.

VII. Reports of Standing Committees

None.

VIII. Trustee Reports

None.

IX. Library Director's Report

Suddarth highlighted the following from his report:

- The Riverdale Public Library had taken some of the furniture the library was giving away. A photograph of the furniture in place at the Riverdale library was included in his report.
- The annual Holiday Open House had over 100 people attend the storytime sessions and 35 for the "Sing-A-Long" program.
- Katie Clark's "Reference Question of the Month"

X. Old Business

Nothing.

XI. New Business

A. Resolution adopting the American Library Association's Library Bill of Rights
Upon review of the resolution, Tenyak-O'Connor moved to adopt with a second by Johnson. All present voted in favor.

B. Per capita grant

Suddarth reviewed the application. This will be presented again at the January meeting for approval by the board.

C. By-laws

The board reviewed the by-laws and agreed to change the section regarding board meeting agendas to reflect the new format started earlier in the year. It was also suggested that the terms for officers be extended to two-year terms rather than the current one-year terms. Additionally, the board will consider what items need roll call votes and which do not. These items will be discussed again at the January meeting.

D. Policy

i. Personnel

Suddarth presented proposed changes to the policy in order to comply with the Illinois Paid Leave for All Workers Act. Several other items in the policy were also discussed. Tenyak-O'Connor moved acceptance of the policy with all of the proposed changes, Johnson seconded. All voted in favor. The board will review again in January.

ii. Purchasing and Authority to Spend

The trustees reviewed the policy and made no changes.

E. Trustee training – "Trustee Trouble 4: Board Director Relationships"

It was the consensus of the board to postpone viewing of the video until January when it is hoped the full board is in attendance.

F. Serving Our Public: Chapter 13 – Marketing, Promotion, and Collaboration

The board reviewed the chapter.

XII. Other Announcements/Comments

Suddarth discussed several personnel issues that have arisen that could affect his proposed retirement date.

XIII. Adjournment

On a motion made by Tenyak-O'Connor and seconded by Vanco, the board adjourned at 8:47 p.m.