

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

December 10, 2025; 7:30p.m.

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

**I. Opening**

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

**II. Roll Call**

Present: Brown, Choate, Hjerpe, Johnson, Olson, Tenyak-O'Connor

Absent: Ables

Also present: Library director, Joe Marcantonio and Matthew Suddarth

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

On a motion from Trustee Johnson, and seconded by Trustee Olson the Minutes of the November 12, 2025 meeting were pulled for corrections to the closed meeting reporting. All present voted in favor.

**IV. Consent Agenda**

A. Approval of minutes of the November 12, 2025 meeting

B. Financial report

C. Approval of bills paid and payable

- i. Tenyak-O'Connor moved to approve the consent agenda. Choate seconded. All present voted in favor.

**V. Communication & Correspondence**

Marcantonio presented the following:

A. ALA Release on the courts blocking the Executive Order to defund the Institute for Museums and Library Science

B. Memo from Roger Ritzman, Library attorney, on updates to the FOIA and OMA laws.

C. Memo from Ancel Glink, RAILS attorneys, on Libraries and Immigration and Customs Enforcement Questions.

D. Memo to Library Staff on annual Holiday Open House program.

E. ILLINET Survey on Inter-Library Loans submitted.

F. MERIT Foundation Letter accompanying a \$500 donation.

- i. Thank you letter sent from Library director to MERIT Foundation.

- ii. Thank you letter sent from Library director to Vivian Johnson

**VI. Citizens to Speak**

None.

**VII. Reports of Standing Committees**

None.

**VIII. Trustee Reports**

- a. Trustees Brown, Choate, Johnson, Olson, and Tenyak-O'Connor plan on attending the Library's Holiday Open House.

**VIX. Library Director's Report**

- A. Ending our cleaning contract and will hire an in-house cleaner.
- B. Parking Lot pothole filled and ongoing discussion on adding resurfacing to Village contract proposals.
- C. Contracted with HR Source and have planned meetings to update forms and procedures.
- D. Pursuing funding to enroll Winfield in the Dolly Parton Imagination Library.
- E. The Library already in compliance of the new Narcan Law to go in effect January 1.
- F. Phones and Server in the process of being upgraded.

**X. Old Business**

- A. Friends Policy
  - i. The board reviewed 3 other library Friends Policies. Trustee Tenyak-O'Connor will take the decisions of the board to make the policy more appreciative of the Friends and highlight the Library's dependency on the group.

**XI. New Business**

- A. By-Laws
  - i. The trustees reviewed the policy and made no changes
- B. Policy
  - ii. Purchasing and Authority to Spend
    - a. Director changes were approved by the board. Tenyak-O'Connor moved to approve, Johnson seconded. All present voted in favor. Signed by President Brown and Secretary Hjerpe.
- C. Per Capita Grant
  - a. Director introduced the Per Capita Grant.
- D. Illinois Public Library Standards
  - i. The board reviewed the Collection Management chapter.
  - ii. The board discussed the Director's report on the Collection Management chapter's Action Plan.
- E. iLEAD Trustee Training
  - i. The Director found that anytime new information is added to a L2 Trustee Training module the completion check gets updated to being incomplete.
  - ii. The Board discussed the *Library Trustee 101* module.
  - iii. The Board will discuss the *Board Operation* module at the January meeting.

**XI. Other Announcements/Comments**

- A. Board President Bob Brown was celebrated for his 30 years of service to the Winfield Public Library Board. Brown was appointed to the board on July 1995 and has served as Treasurer from 1997-2022 and President from 2022-2025.

**XII. Adjournment**

The board adjourned at 8:30 p.m. on a motion made by Johnson and seconded by Tenyak-O'Connor. All present voted in favor.