

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

February 10, 2021, 7:30 p.m.

Winfield Public Library, 0S291 Winfield Rd., Winfield, IL 60190 & online via ZOOM

**I. Opening**

President Johnson called the meeting to order at 7:36 p.m.

**II. Roll Call**

Present: Brown, Johnson, Tenyak-O'Connor, Kenyon and Shanahan all attended via Zoom.

Absent: Hjerpe

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

Johnson declared that an in-person meeting or a meeting conducted under [the OMA] is not practical or prudent because of a disaster and therefore the meeting would be held under the conditions allowed by Illinois Public Act 101-0640 amending the Illinois Open Meetings Act. Johnson also determined that all participants in the meeting could hear each other as required by law.

**III. Approval of Agenda**

Johnson noted the agenda should be changed to reflect the correct date for the January minutes. Tenyak-O'Connor moved acceptance of the corrected agenda. Kenyon seconded.

Ayes: Brown, Kenyon, Johnson, Tenyak-O'Connor, Shanahan

Nays: none.

Absent: Hjerpe.

**IV. Consent Agenda**

A. Approval of minutes of the January 13, 2021 meeting

B. Financial report

C. Approval of bills

Kenyon moved and Tenyak-O'Connor seconded the approval of the consent agenda.

Ayes: Brown, Kenyon, Johnson, Tenyak-O'Connor, Shanahan

Nays: none.

Absent: Hjerpe.

**V. Citizens to Speak**

None.

**VI. Reports of the Standing Committees**

A. Finance – Appropriations Budget

Suddarth presented a draft of the Appropriations budget for Fiscal Year 2021-2022.

Kenyon moved approval of the budget with a second by Shanahan.

Ayes: Brown, Kenyon, Johnson, Tenyak-O'Connor, Shanahan

Nays: none.

Absent: Hjerpe.

B. Landscape Committee

Suddarth and Johnson summarized the meeting they had with Hjerpe. A summary of the committee's recommendations were provided to the board ahead of the meeting.

**VII. Old Business**

A. Review of Illinois State Library Per Capita Grant Requirements

Suddarth reviewed the application with the trustees. This year's application requires the trustees to review *Serving Our Public 4.0: Standards for Illinois Public Libraries* in its entirety and report on the library's progress and plans for meeting the standards outlined in the publication.

Shanahan moved approval of the application with a second by Tenyak-O'Connor.

Ayes: Brown, Kenyon, Johnson, Tenyak-O'Connor, Shanahan

Nays: none.

Absent: Hjerpe.

**VIII. New Business**

A. Annual Library Audit discussion

Suddarth reviewed the telephone discussion he had with Mike McAvoy of Mueller & Co. Mr. McAvoy informed Suddarth the firm would need to increase its fee by about 25% to \$12,000 this year and possibly to \$15,000 next year. The consensus of the board was to have Suddarth request proposals from other firms for the board to review no later than the April meeting.

B. Accounting Contract

Suddarth presented a proposed contract from Lauterbach & Amen for a 3-year renewal of services.

Tenyak-O'Connor moved approval of the contract as presented and Shanahan seconded.

Ayes: Brown, Kenyon, Johnson, Tenyak-O'Connor, Shanahan

Nays: none.

Absent: Hjerpe.

C. Review of ePay service

Suddarth reviewed the status of the ePay electronic payment service the library will be starting to use in order to collect payments with credit cards. He expects the system will be in place by the March meeting.

D. Extension of the Delegation of Authority Resolution 20-03 Until March 10, 2021

Suddarth presented the resolution with no changes from previous months.

Tenyak-O'Connor moved approval with a second by Kenyon.

Ayes: Brown, Kenyon, Johnson, Tenyak-O'Connor, Shanahan

Nays: none.

Absent: Hjerpe.

E. Re-Opening Plan Update

Suddarth reported that with the lifting of COVID restrictions back to Phase 4 of the state's reopening plan, the library staff would be implementing the plan to open the library on an appointment basis to patrons. The first step will be to do a trial of the opening in order to find any issues that need to be corrected. Once staff feels comfortable that the procedures in place work, the library will allow patrons in the building again.

**IX. Other Business**

- Suddarth discussed that he had been in contact with Phil Saas, the library's electrician regarding the replacement of the lights in the upper level circulation desk and staff work areas. Mr. Saas is working on a revised quote. Suddarth stated that this may be presented to the board in the near future for approval.
- Johnson mentioned that there were currently 2 applicants for the open trustee position and that she and Hjerpe were working on setting up interviews.

**X. Adjournment**

The meeting was adjourned at 8:25 p.m.