

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

February 9, 2022, 7:30 p.m.
Winfield Public Library, 0S291 Winfield Rd., Winfield, IL 60190

I. Opening

President Johnson called the meeting to order at 7:30 p.m.

II. Roll Call

Present: Johnson, Ables, Brown, Bothwell, and Tenyak-O'Connor. Hjerpe arrived at 7:38.

Absent: Kenyon

Also present: Matthew Suddarth, library director.

III. Approval of Agenda

Ables moved acceptance of the agenda. Tenyak-O'Connor seconded.

Ayes: Brown, Johnson, Ables, Bothwell, Tenyak-O'Connor.

Nays: none.

Absent: Hjerpe, Kenyon.

IV. Consent Agenda

A. Approval of minutes of the January 12, 2021 meeting

B. Financial report

C. Approval of bills

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

Ayes: Brown, Johnson, Ables, Bothwell, Tenyak-O'Connor.

Nays: none.

Absent: Hjerpe, Kenyon.

V. Communication & Correspondence

Suddarth presented various notes received from patrons regarding the library's service.

Additionally, there was an editorial regarding recent protests at the St. Charles Public Library regarding their requirement that patrons wear masks to prevent COVID-19 from spreading.

VI. Citizens to Speak

None.

VII. Reports of the Standing Committees

A. Finance – Appropriations Budget

Suddarth presented a revised Appropriations Budget for fiscal year 2022-23. Brown moved acceptance with a second by Tenyak-O'Connor.

Ayes: Brown, Johnson, Ables, Bothwell, Tenyak-O'Connor.

Nays: none.

Absent: Hjerpe, Kenyon.

B. Administration & Personnel – Library Director's Annual Review

On a motion made by Bothwell, and seconded by Ables, the trustees entered closed session at 7:36 p.m. for the purpose of discussing the library director's annual review as allowed in (5 ILCS 120/2(c)(1)).

Ayes: Brown, Johnson, Ables, Bothwell, Tenyak-O'Connor.

Nays: none.

Absent: Hjerpe, Kenyon.

The meeting reentered open session at 8:20 p.m.

VIII. Trustee Reports

Nothing.

IX. Library Director's Report

Suddarth presented his report as provided in the packets received by the trustees.

X. Old Business

A. Refinancing of Library Debt – Review and approval of an Ordinance authorizing and providing for the issue of not to exceed \$600,000 Refunding Debt Certificates, for the purpose of refunding certain outstanding debt certificates, evidencing the rights to payment under an Installment Purchase Agreement, and providing for the sale of said certificates to the purchaser thereof.

Tenyak-O'Connor read the ordinance to those present.

Brown moved approval of the Ordinance. Ables seconded

Ayes: Brown, Johnson, Ables, Hjerpe, Bothwell, Tenyak-O'Connor.

Nays: none.

Absent: Kenyon.

XI. New Business

A. Review and approval of COVID-19 Face Covering Policy

Suddarth presented a proposed policy regarding the requirements of patrons to wear masks in the library building and the criteria used to determine when it would be necessary. After a discussion, it was the consensus of the board to hold a special meeting in approximately two-weeks to discuss the policy further before approving.

Johnson left the meeting at 8:55 p.m. Brown conducted the remainder of the meeting.

B. Discussion of Library Test Proctoring Service

Suddarth discussed issues library staff have had over the years with proctoring tests for patrons. The trustees instructed him to develop a policy with guidelines for providing the service to be reviewed at the March meeting.

C. Serving our Public – Personnel

The trustees reviewed the chapter.

XII. Other Business

Suddarth mentioned that for this year's summer reading program, the staff would like to set up a 10' x 20' tent outside the library for programs. He asked trustees if they had thoughts about location for the tent. He and staff will scout areas that might work once the snow melts.

XIII. Adjournment

Tenyak-O'Connor moved to adjourn the meeting at 9:16. Hjerpe seconded. All present voted in favor of the motion.