

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

July 14, 2021, 7:00 p.m.

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

I. Opening

President Johnson called the meeting to order at 7:05 p.m.

II. Roll Call

Present: Brown, Johnson, Kenyon, Hjerpe, Bothwell, Tenyak-O'Connor, and Ables

Absent: None

Also present: Matthew Suddarth, library director

III. Approval of Agenda

Kenyon moved acceptance of the agenda with a change to move item 5, Library Walkthrough, to be completed in conjunction with item 12.A, Re-Opening Update and Post-COVID planning; Ables seconded.

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

Nays: none.

Absent: none.

IV. Consent Agenda

A. Approval of minutes of the June 9, 2021 meeting

B. Financial report

C. Approval of bills

D. Extension of Delegation of Authority Resolution 20-03 until August 11, 2021

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

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

Nays: none.

Absent: none.

V. Communication & Correspondence

Suddarth shared the following with the board:

- A letter from Secretary of State and State Librarian Jesse White stating the library will receive a fiscal year 2021 per capita grant in the amount of \$14,484.50.
- An email from a library patron thanking the staff for their hard work during the pandemic and thanking the library for continuing to require masks be worn.
- A memo from library attorney Roger Ritzman regarding the state whistleblowers act.

VI. Citizens to Speak

None.

VII. Reports of the Standing Committees

A. Finance – Suddarth noted that he would be introducing the tax levy at the August meeting.

B. Landscape Committee

Hjerpe reported that much of the planting had been completed.

VIII. Trustee Reports

Brown mentioned that the village board had started to consider the “TIF2” tax incremental financing district again. He also stated that both District 94 and District 34 boards planned on opposing the creation of the TIF district.

Johnson encouraged the other trustees to participate in continuing education opportunities for trustees.

IX. Library Director’s Report

Suddarth highlighted aspects of his report. One item to note is the summary of a American Library Association Annual Conference session attended by staff member Katie Clark. The session was a discussion regarding what library staff are experiencing as the nation transitions from COVID changes to a more normal state of affairs.

X. Old Business

A. Re-Opening Update and Post-COVID planning

The board toured the grounds and inside of the building. During the tour Hjerpe highlighted items still not completed for the landscaping. Suddarth reviewed the plans for the layout of the interior of the building post-COVID.

Tenyak-O’Connor left the meeting at 8:35 p.m. It was the consensus of the board to have Suddarth record the minutes of the remainder of the meeting.

XI. New Business

A. Policy

- i. Circulation
- ii. Bloodborne Pathogens
- iii. Interlibrary Loan
- iv. Notary Service

The board reviewed the Circulation, Bloodborne Pathogens, and Interlibrary Loan policies and made no changes. After a review and discussion, the board instructed Suddarth to ask the library’s attorney and insurance agent about any liability issues that could develop if the library were to offer a notary service.

B. Serving our Public

Johnson reminded the trustees that with the return to “in-person” meetings they would be resuming the monthly review of a chapter of this document.

XII. Other Business

- Suddarth reminded the board officers that he would be working on getting the bank signatories updated.

XIII. Adjournment

The meeting was adjourned at 8:54 p.m.