

MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 11, 2020, 7:30 p.m.

Winfield Park District, 0N020 County Farm Rd., Winfield, IL 60190

I. Opening

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

In the absence of Tenyak-O'Connor, Suddarth was designated secretary pro tem.

II. Pledge of Allegiance

III. Roll Call

Present: Mego, Johnson, Shanahan, Hjerpe, Brown, Kenyon

Absent: Tenyak-O'Connor

Also present: Matthew Suddarth, library director

IV. Approval of Agenda

Johnson moved to approve the agenda. Hjerpe seconded.

Ayes: all present

V. Consent Agenda

A. Approval of minutes of the February 12, 2020 meeting

B. Financial report

C. Approval of bills

Kenyon moved and Johnson seconded the approval of the consent agenda.

Ayes: all present

VI. Communication & Correspondence

Suddarth presented a notice regarding the upcoming LACONI Trustee Banquet and two articles relating to current library trends. After a discussion, the trustees asked Suddarth to make a proposal at the April meeting regarding the feasibility of implementing automatic renewals.

VII. Citizens to Speak

None.

VIII. Reports of the Standing Committees

A. Finance – nothing.

B. Administration & Personnel – nothing.

C. Landscape Plan committee – Suddarth stated that Jeff Sitarz of Sitarz Landscape has made a proposed altered planting plan based on the committee's notes of their previous meeting. He has also prepared an estimated cost for purchase and planting. Suddarth was instructed to ask Mr. Sitarz about any options the library may have for installing a walkway from the north door of the building to the parking lot.

IX. Trustee Reports

No reports.

X. Library Director's Report

Suddarth reviewed the written report and highlighted a few items.

XI. Old Business

Nothing.

New Business

A. Disaster Plan – Epidemic/Pandemic procedures

Suddarth presented a proposed plan for the board. After making several changes Brown moved approval and Johnson seconded.

Ayes: all present

Suddarth was instructed to send a copy to the cleaning crew.

B. Policy

i. Personnel – Several changes to the policy were proposed by Suddarth. After a few minor changes, Brown moved approval with a second by Shanahan.

Ayes: all present.

ii. Family Leave – the board reviewed and made no changes.

iii. Harassment – the board reviewed and made no changes.

iv. Drug and Alcohol Free Library – a change was made to include the language suggested by the library's attorney Roger Ritzman regarding the use of cannabis by staff. Brown moved approval of the change with a second by Shanahan

Ayes: all present.

v. Identity Protection – the board reviewed and made no changes.

C. Serving our Public – Chapter 10, "Programming"

The board reviewed the chapter.

XII. Other Business

- No other business was discussed.

XIII. Adjournment

The meeting was adjourned at 8:57 p.m.