

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

March 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 7:31 p.m.

**II. Roll Call**

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

Absent: None.

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**

Kenyon moved acceptance of the agenda. Hjerpe seconded.

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

Nays: none.

Absent: none.

**IV. Consent Agenda**

A. Approval of minutes of the February 10, 2021 meeting

B. Financial report

C. Approval of bills

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

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

Nays: none.

Absent: none.

**V. Citizens to Speak**

None.

**VI. Reports of the Standing Committees**

A. Landscape Committee

Suddarth reported he had contacted Sitarz Landscape and Maintenance regarding the proposed changes to the landscape plan. He has not heard further from them. He will contact them again.

**VII. Trustee Reports**

No one had anything to report.

## **VIII. Old Business**

No old business was discussed.

## **IX. New Business**

### **A. Review and approval of Request for Proposal for Annual Auditing Services**

Suddarth presented a proposed RFP to be sent to auditing firms.

Brown moved approval with a second by Tenyak-O'Connor

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

Nays: none.

Absent: none.

### **B. Review of ePay service**

Suddarth informed the trustees that staff had training and that there were a few items needed to be done before starting the service. It is hoped to be started by April 1<sup>st</sup>.

### **C. Extension of the Delegation of Authority Resolution 20-03 Until April 14, 2021**

Suddarth presented the resolution with no changes from previous months.

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

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

Nays: none.

Absent: none.

### **D. Re-Opening Plan Update**

Suddarth reported that since reopening the building to patrons by appointment, not all of the times available have been filled. After Saturday hours have been offered for a few more weeks, staff will evaluate and consider making changes to the current schedule.

### **E. Closed session discussion of candidate to fill open trustee position (5 ILCS 120/2 (c) 3)**

Shanahan moved to enter closed session and Tenyak-O'Connor seconded.

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

Nays: none.

Absent: none.

The trustees entered closed session at 7:59 p.m.

The trustees re-entered the open session of the meeting at 8:59 p.m.

### **F. Appointment of candidate to fill open trustee position**

Hjerpe moved to appoint Lynn Ables to fill the vacant trustee position until the spring of 2023. Kenyon Seconded.

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

Nays: Brown.

Absent: none.

Johnson will contact the candidates to notify them of the decision of the board.

Ables will be invited to attend the April meeting of the board and take the oath of office at that time. The other candidates will also be notified the position currently held by Shanahan will be vacated in May.

## **X. Other Business**

- Suddarth informed the board that the library's computer consultant is working on updating the Webmail software. He will keep the board informed as the process continues in order to minimize disruptions to the use of email.
- Johnson noted she had received the notice to complete the Statement of Economic Interest with the county and encouraged everyone else to do so.
- Johnson asked the other trustees to contribute to doing something as a gesture of appreciation of the staff. She suggested that perhaps trustees could purchase gift certificates to a local business to give to staff.

**XI. Adjournment**

The meeting was adjourned at 9:20 p.m.