

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

May 11, 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, Tenyak-O'Connor, Hjerpe, Kenyon.

Absent: Bothwell, Brown

Also present: Adrienne Rose, Winfield Historical Society president  
Matthew Suddarth, library director.

**III. Approval of Agenda**

Kenyon moved acceptance of the agenda. Ables seconded.

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

Nays: none.

Absent: Brown, Bothwell.

**IV. History of Winfield Book**

Adrienne Rose spoke of the Historical Society's desire to publish an updated version of the *Good Old Days: A History of Winfield* book. After a short discussion, it was decided a committee will be formed consisting of representatives of both the Historical Society and the Library. Representatives from the Historical Society will be Adrienne Rose, president; Lee Schmitz, curator; and possibly Marcia McAdams, secretary. Carol Tenyak-O'Connor and Matthew Suddarth will represent the library. Suddarth was instructed to ask if any staff would be interested and to reach out to former library trustee Ida Lee about being on the committee.

**V. Consent Agenda**

A. Approval of minutes of the April 13, 2022 meeting.

B. Financial report

C. Approval of bills

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

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

Nays: none.

Absent: Brown, Bothwell.

**VI. Communication & Correspondence**

Suddarth presented a copy of the Illinois Prairie Path winter newsletter that included a short article in it about a program held at the library. Additionally, he presented two articles about book censorship attempts in public libraries and the responses to them by the public and the libraries.

**VII. Citizens to Speak**

None.

**VIII. Reports of the Standing Committees**

A. Finance

i. Working Budget

Suddarth presented a proposed budget with two different pay increase scenarios. The first scenario was for a 4% increase and the second for a 5% increase. After a discussion the consensus of the board was to give a 4.5% increase.

Ables moved approving the budget with the 4.5% increase for staff. Tenyak-O'Connor seconded.

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

Nays: none.

Absent: Brown, Bothwell.

ii. Building & Maintenance levy

Suddarth presented the annual Building & Maintenance levy.

Hjerpe moved approval with a second by Kenyon.

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

Nays: none.

Absent: Brown, Bothwell.

#### B. Personnel

The board discussed the library director's review and agreed to ask the staff to complete a form to help the board with the evaluation process. This will be presented to the staff at the annual in-service day to be held May 20.

### **IX. Trustee Reports**

None.

### **X. Library Director's Report**

Suddarth had nothing to report in addition to the written report submitted prior to the meeting.

### **XI. Old Business**

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

The trustees reviewed the policy and made no changes.

B. Staff in-service day

Tenyak-O'Connor will coordinate the staff breakfast. Johnson agreed to help with setting up the breakfast.

### **XII. New Business**

A. Election of Board Officers

Johnson asked for nominations from the trustees for the board officers. Although not present, Brown had previously stated he would accept the role of treasurer if nominated and elected.

Tenyak-O'Connor nominated Johnson for president with a second by Ables.

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

Nays: none.

Absent: Brown, Bothwell.

Hjerpe nominated Tenyak-O'Connor for secretary with a second by Kenyon.

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

Nays: none.

Absent: Brown, Bothwell.

Tenyak-O'Connor nominated Brown for treasurer with a second by Ables.

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

Nays: none.

Absent: Brown, Bothwell.

**B. Consideration of Committees**

The board reviewed the list of committees and made no changes except to add a committee for the History of Winfield book update. Tenyak-O'Connor will serve on this committee. It was the consensus of the board to revisit the committee assignments at a later date.

**C. Review of the Long Range Plan and Mission Statement**

After reviewing the current plan, it was decided to revisit in September to possibly start work on a new plan. The trustees then reviewed the mission statement and made no changes.

**D. Approval of an Amendment to the LIMRiCC Intergovernmental Agreement**

Suddarth presented an amendment to the intergovernmental agreement the library has with the Library Insurance Management and Risk Control Combination (LIMRiCC) to provide the library's unemployment insurance. After a review the proposed change by the trustees, Hjerpe moved approval with a second by Ables. Suddarth was designated to vote on behalf of the library

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

Nays: none.

Absent: Brown, Bothwell.

**E. Credit/Debit Card Policy**

The policy was reviewed and no changes were made.

**F. Closed session for the purposes of reviewing minutes of closed sessions (5 ILCS 120/2(c)21)**

The consensus of the board was to postpone the review until the June meeting.

**G. Serving our Public – Collection Management**

The board reviewed the chapter.

**XIII. Other Business**

Suddarth discussed two items:

- Winfield school district 34 would like to work with the library to make it easier for their students to receive library cards. Bothwell and Suddarth have been in discussion regarding this matter. It was decided that if deemed necessary, it could be discussed further at the June meeting.
- The library will be adding "LaunchPad" tablets for youth. Suddarth gave a short summary regarding them and will have proposed changes to the Circulation policy to present at the June meeting in order to govern their use.

**XIV. Adjournment**

The meeting was adjourned at 9:09 p.m.