MINUTES
WINFIELD PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 13, 2026; 7:30 PM
Winfield Public Library, 0S291 Winfield Rd., Winfield, IL 60190

I. Opening
Brown called the meeting to order at 7:30 PM

II. Roll Call
Present: Ables, Brown, Choate, Johnson, Olson
Absent: Hjerpe, Tenyak-O'Connor
Also present: Library Director, Joe Marcantonio

III. Consent Agenda
A. Approval of minutes of the April 8, 2026 meeting
B. Financial report
C. Approval of bills paid and payable
   i. Olson moved to approve the consent agenda. Ables seconded. All present voted in favor.

IV. Communication & Correspondence
Marcantonio presented the following:
A. Chicago Tribune Article "Illinois Bill Would Stop Publishers from Charging Libraries More than Public for e-Books" 4/23/26
B. My Library Is… Grant letter, did not receive funding.
C. Memo from Attorney Ritzman on Chronology for Annual Finance Ordinances
D. Thank you letter from Winfield Historical Society

V. Citizens to Speak
None.

VI. Reports of Standing Committees
A. Finance
   i. Working Budget
   Marcantonio presented a revised budget for the fiscal year 2026-27. Ables moved for approval of the budget as presented. Choate seconded the motion.
   Ayes: Ables, Brown, Choate, Johnson, Olson.
   Nays: None.
   Absent: Hjerpe, Tenyak-O'Connor.
   ii. Building & Maintenance Levy
   Marcantonio presented the Building & Maintenance Levy for the fiscal year 2026-27. Johnson moved for approval of the Levy. Ables seconded the motion.
   Ayes: Ables, Brown, Choate, Johnson, Olson.
   Nays: None.
   Absent: Hjerpe, Tenyak-O'Connor.

VII. Trustee Reports

None.

IX. Library Director's Report

A. **Facilities:**
   a. HVAC Maintenance performed by Fernando.
   b. Sanitary napkin disposal installed on all women's/unisex stalls.
   c. Cintas has begun delivering mats to replace runners in lower level hallway and at entrances.

B. **Personnel:**
   a. Evaluations completed. Feedback on the new form was positive, staff appreciated additional comments and time to make goals.
   b. Attended webinar for online LIMRiCC submission process and found a new way obtain all the information needed for the form without complicated spreadsheets.

C. **Friends of the Library:**
   a. Approved new slate of officers.
   b. Approved fundraiser with Portillo's on June 11th and Winfield Creamery for June 16th.
   c. Volunteers assigned roles for Summer Reading Kickoff event.

D. **Operations:**
   a. Finalized Inservice schedule and trainings.
   b. Received a donation from a family member of Tom Denniger for the cost of one picnic table and a memorial plaque.

E. **Legislation:**
   a. E-Book bill has passed the IL Senate 99-0 and moves on to the House where it is expected to pass.

F. **Administration:**
   a. Completed HR Source Library Salary Survey
   b. Began IPLAR and audit submissions.

G. **Technology:**
   a. Prepared for installation of new firewall and switches in server project.
   b. Internet went out for a day and a half (Sunday to Monday afternoon) due to AT&T power cable outage from brown out late Saturday night.

H. **Upcoming:**
   a. IPLAR reporting in progress.
   b. Audit prep underway using new online system.

X. Old Business

A. POLICY
   i. Harassment
      - Johnson moved to approve the policy with approved corrections. Olson seconded. All present voted in favor.

XI. New Business

A. Election of Officers

Johnson nominated Brown to be President. Brown accepted the nomination. Johnson moved to elect Brown as Board President. Choate seconded.

Ayes: Ables, Brown, Choate, Johnson, Olson.

Nays: None.

Absent: Hjerpe, Tenyak-O'Connor.

Ables nominated Tenyak-O'Connor to be Treasurer. Tenyak-O'Connor accepted the nomination via correspondence prior to the meeting. Ables moved to elect Tenyak-O'Connor as Board Treasurer. Johnson seconded.
Ayes: Ables, Brown, Choate, Johnson, Olson.
Nays: None.
Absent: Hjerpe, Tenyak-O'Connor.

Ables nominated Hjerpe to be Secretary. Hjerpe accepted the nomination via correspondence prior to the meeting. Ables moved to elect Hjerpe as Board Secretary. Johnson seconded.
Ayes: Ables, Brown, Choate, Johnson, Olson.
Nays: None.
Absent: Hjerpe, Tenyak-O'Connor.

B. Consideration of Committees
After reviewing the committee list, the consensus of the trustees was as follows:
Administration & Personnel – Bob Brown & Carol Tenyak-O'Connor
Ethics Officer – Carol Tenyak-O'Connor
Finance – Carol Tenyak-O'Connor
Friends Liaison – Lynn Ables
History of Winfield Book – Carol Tenyak-O'Connor
Landscape Plan Committee – Rebecca Johnson & Amanda Hjerpe
Special Projects – Rebecca Johnson, Nuccia Choate

Trustee Johnson left the meeting at 8:05 PM

C. Contracts
   i. Landscape Contract
   Marcantonio presented the proposal from Sitarz Landscape & Maintenance for the summer 2026 season. Ables moved to accept the proposal with a second by Choate.
   Ayes: Ables, Brown, Choate, Olson.
   Nays: None.
   Absent: Hjerpe, Johnson, Tenyak-O'Connor.

   ii. Insurance Policy Renewal
   Marcantonio presented the proposal from Relation Insurance for the annual renewal on June 8th, 2026. Ables moved to accept the proposal with a second by Olson.
   Ayes: Ables, Brown, Choate, Olson.
   Nays: None.
   Absent: Hjerpe, Johnson, Tenyak-O'Connor.

   iii. TBS Contract
   Marcantonio presented the proposal from Today's Business Solutions (TBS) for an upgrade in the printing, scanning, and time management. Olson moved to accept the proposal with a second by Ables.
   Ayes: Ables, Brown, Choate, Olson.

Nays: None.
Absent: Hjerpe, Johnson, Tenyak-O'Connor.

D. Credit and Debit Card Policy
    i. Moved to next month for discussion with more trustees in attendance.
E. Illinois Public Library Standards
    i. The Director reviewed the Library's *Marketing & Promotion* Action Plan.
    ii. The Board discussed the IPLS Marketing & Promotion Action Plan and chapter.
F. iLEAD Trustee Training
    i. The Board moved discussion of the *Planning for Today and Tomorrow* and the *Board's Role in Library Director's Success* modules to the June meeting.
G. Closed session for the purposes of reviewing minutes of closed sessions postponed until June meeting.
H. Approval of Minutes in closed session postponed to June meeting.
I. Consideration of destruction of recordings of closed sessions postponed to June meeting.

XII. Other Announcements/Comments

XIII. Adjournment

The board adjourned at 8:37PM on a motion made by Olson and seconded by Ables. All present voted in favor.