

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

November 8, 2023 ; 7:30p.m.

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

**I. Opening**

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

**II. Roll Call**

Present: Brown, Ables, Tenyak-O'Connor, Hjerpe; Johnson, Kenyon, Vanco  
Absent: None.

Also present: Matthew Suddarth, library director.

**III. Items to be removed from Consent Agenda for Separate Discussion**

None.

**IV. Consent Agenda**

- A. Approval of minutes of the October 11, 2023 meeting
- B. Financial report
- C. Approval of bills

Tenyak-O'Connor moved to approve the consent agenda. Kenyon seconded. All present voted in favor.

**V. Communication & Correspondence**

Suddarth presented a notice from the Illinois Library Association regarding their annual "Legislative Meetups." Additionally, he showed the board the recent Illinois Funds Investment Policy Statement and Portfolio Summary.

**VI. Citizens to Speak**

None.

**VII. Reports of Standing Committees**

None.

**VIII. Trustee Reports**

None.

**IX. Library Director's Report**

Suddarth summarized the webinar he attended regarding the Paid Leave for All Workers Act. Additionally, he mentioned that Chris Teske would not be re-joining the library staff as announced in his October report.

**X. Old Business**

- A. Disaster Plan

Suddarth presented a revised plan from what was presented at the October meeting.

Hjerpe moved acceptance of the plan as presented with a second from Tenyak-O'Connor.

All voted in favor of the motion.

## **XI. New Business**

### **A. Policy**

- i. Unsupervised Children  
After a short discussion, the trustees agreed that the policy be amended to include the staff waiving the fee for use of the phone if deemed necessary. Hjerpe moved to approve the policy as amended. Tenyak-O'Connor seconded. Ayes: all present.
  - ii. Volunteer  
The trustees reviewed the policy and made no changes.
  - iii. Friends  
The trustees reviewed the policy and made no changes.
  - iv. Travel Reimbursement  
Upon review of the policy, it was the consensus of the board that Suddarth update the reimbursement rates to reflect current amounts. Ables moved acceptance of the changed policy with a second by Kenyon. All voted in favor of the motion.
- B. Closed session for the purposes of reviewing minutes of closed sessions (5 ILCS 120/2 (c)21) As there were no closed sessions since the review at the May meeting, there were no new minutes to review.
- C. Approval of minutes of closed sessions – as there were no closed sessions since the review at the May meeting, there were no minutes to approve.
- D. Consideration of Destruction of Recordings of Closed Sessions – the board did not wish to destroy any recordings at this time.
- E. Trustee training  
The board viewed the video “Trustee Trouble 3: Meetings”
- F. Serving Our Public: Chapter 4 – Access  
The board reviewed the chapter.

## **XII. Other Announcements/Comments**

None.

## **XIII. Adjournment**

On a motion made by Tenyak-O'Connor and seconded by Ables, the board adjourned at 8:00 p.m.