

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

October 11, 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.

Hjerpe was asked to act as secretary pro tempore until a secretary is elected later in the meeting. She agreed.

**II. Roll Call**

Present: Brown, Ables, Tenyak-O'Connor, Hjerpe; Johnson arrived at 7:58 p.m.

Absent: Kenyon.

Also present: Mary Vanco; Matthew Suddarth, library director.

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

None.

**IV. New Trustee Oath of Office**

Mary Vanco was administered the trustee oath of office by Hjerpe.

**V. Consent Agenda**

A. Approval of minutes of the September 13, 2023 meeting

B. Financial report

C. Approval of bills

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

**VI. Communication & Correspondence**

Suddarth presented a letter from library attorney Roger Ritzman regarding tax assessment appeals.

**VII. Citizens to Speak**

None.

**VIII. Reports of Standing Committees**

None.

**VIII. Trustee Reports**

None.

**IX. Library Director's Report**

In addition to his written report, Suddarth reported the following:

- New staff member Kellie Cayer will be using her middle name, Rose.
- The lower level furnace had an issue that has been repaired.

**X. Old Business**

A. Long Range Plan

This item was moved to after New Business for discussion.

**XI. New Business**

A. Election of Board Secretary

Ables moved to elect Hjerpe as secretary with a second by Tenyak-O'Connor. All voted in favor of the motion.

B. Schedule 2024 board meetings

The board reviewed the list of meeting dates for 2024. After a short discussion regarding the February date, Tenyak-O'Connor moved to accept the list as presented. Ables, seconded. All present voted in favor of accepting the list of dates.

C. Schedule 2024 library closings

Suddarth presented a list of proposed dates for the library to be closed for holidays through the year. Hjerpe moved acceptance of the list with a second by Tenyak-O'Connor. All present voted in favor of the motion.

D. Disaster Plan

The board reviewed the revised plan. Several changes were proposed and the board will review again at the November meeting.

E. Policy

The board reviewed the following policies and made no changes:

- Investment
- Search Warrant
- Meeting Room

F. Trustee training

The board viewed the video "Trustee Trouble 2: Orientation"

G. Serving Our Public: Chapter 2 – Governance & Administration

The board reviewed the chapter.

Long Range Plan

Johnson presented a summary of the ideas discussed over the past year as items to pursue as part of the plan. It was decided to review plans from other libraries as the next step in the process. Suddarth will compile some to present at the November meeting.

**XII. Other Announcements/Comments**

Suddarth read an announcement from the Skokie police department regarding the arrest of a suspect in the recent area bomb threats.

Suddarth gave an updated contact list to each of the trustees. This will also be emailed to them.

**XIII. Adjournment**

On a motion made by Tenyak-O'Connor and seconded by Ables, the board adjourned at 8:44 p.m.