

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

September 9, 2020, 7:30 p.m.

Winfield Public Library, 0S291 Winfield Rd., Winfield, IL 60190 & online via ZOOM

**I. Opening**

In the absence of president Mego, treasurer Brown called the meeting to order at 7:42 p.m. As the governor of Illinois has declared a disaster due to public health concerns, per the guidelines allowed in 5 ILCS 120/7 as amended by P.A. 101-0640, treasurer Brown determined that an in-person meeting of the board was not practical and verified that all present could hear one another and all discussion and testimony.

**II. Roll Call**

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

Absent: Mego, Shanahan, Kenyon.

Also present: Matthew Suddarth, library director attended via Zoom but was physically present in the library.

**III. Approval of Agenda**

Hjerpe moved to approve the agenda. Tenyak-O'Connor seconded.

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

Nays: none.

Absent: Kenyon, Mego, Shanahan

**IV. Consent Agenda**

A. Approval of minutes of the August 12, 2020 meeting

B. Financial report

C. Approval of bills

Johnson moved and Hjerpe seconded the approval of the consent agenda.

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

Nays: none.

Absent: Kenyon, Mego, Shanahan

**V. Citizens to Speak**

Suddarth read an email from resident Matt Tibble regarding the library's discussion about the Village of Winfield's proposed second tax increment financing district.

**VI. Reports of the Standing Committees**

A. Audit presentation – Suddarth explained to the board why auditor Roy Groesbeck would not be able to present the final audit statement until the October meeting.

B. Tax levy

Tenyak-O'Connor moved and Hjerpe seconded approving the tax levy as presented.

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

Nays: none.

Absent: Kenyon, Mego, Shanahan

**VII. Old Business**

A. Discussion of TIF District

Suddarth reviewed with the board all of the developments regarding the status of the proposed TIF district since the August board meeting. Due to the village board indefinitely postponing any further action regarding the creation of the TIF district, the board choose to not discuss further unless the village board decided to continue with the creation of the TIF.

**XII. New Business**

A. Extension of the Delegation of Authority Resolution 20-03 Until October 14, 2020

Suddarth presented the resolution with no changes from previous months.

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

Ayes: Brown, Hjerpe, Tenayk-O'Connor, Johnson

Nays: none.

Absent: Kenyon, Mego, Shanahan

B. Credit/Debit card acceptance policy

Suddarth presented a proposed policy. After discussion, the board instructed Suddarth to make certain revisions as discussed and present the revised policy for approval at the October meeting.

C. Reopening plan update

Suddarth reviewed the latest with the activities involved in re-opening the library to the public. No date has been set for the reopening

**XIII. Other Business**

- Suddarth asked the board to consider for the October meeting the possibility of having the library close at 5:00 p.m. the day before Thanksgiving rather than at 6:00. It was the consensus of the board that 5:00 would be preferred. He will include the change in the 2021 list of closing dates to be approved by the board at the October meeting.
- Suddarth asked the board to consider how to handle vacation time carrying over to 2021 and beyond. Currently, the policy allows staff to carry over 1 week to the new year that must be used within the first 6 months. However, due to COVID-19, staff have not been able to use the time, thus making it necessary to temporarily bypass the policy in order to accommodate earned vacation time by staff. Trustees should email Suddarth with their thoughts so he can develop a proposal in coordination with the personnel committee.
- District 34 has proposed a meeting with representatives of the various taxing bodies within Winfield. The purpose is to discuss how we can all work together to better accomplish our goals. The meetings will be held the evenings of Monday, October 5<sup>th</sup> and Monday, October 19<sup>th</sup>.
- Suddarth reminded the board about the spring 2021 election.

**XIII. Adjournment**

The meeting was adjourned at 8:37 p.m.