

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

September 14, 2022 ; 7 :30p.m.

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

I. Opening

In the absence of Johnson, Brown called the meeting to order at 7:30 p.m.

II. Roll Call

Present: Ables, Kenyon, Bothwell, Brown. Hjerpe arrived at 7:34.

Absent: Johnson, Tenyak-O'Connor.

Also present: Matthew Suddarth, library director.

In the absence of Tenyak-O'Connor, Suddarth was designated to act as secretary pro tem.

III. Approval of Agenda

Ables moved acceptance of the agenda. Bothwell seconded.

Ayes: Kenyon, Ables, Bothwell, Brown

Nays: None.

Absent: Johnson, Tenyak-O'Connor, Hjerpe.

IV. Consent Agenda

A. Approval of minutes of the August 10, 2022 meeting.

B. Financial report

C. Approval of bills

Kenyon moved and Ables seconded the approval of the consent agenda.

Ayes: Kenyon, Ables, Bothwell, Brown

Nays: None.

Absent: Tenyak-O'Connor, Johnson, Hjerpe.

V. Communication & Correspondence

Suddarth presented an article about the Downer's Grove library's proposed "Drag Queen Bingo" event and a copy of the Brooklyn Public Library's website showing information about its electronic library card available to those aged 13-21 on a nationwide basis.

VI. Citizens to Speak

None.

VII. Reports of the Standing Committees

A. Tax Levy

Suddarth presented the tax levy. Kenyon moved approval with a second by Bothwell.

Ayes: Brown, Kenyon, Ables, Bothwell, Hjerpe

Nays: None.

Absent: Johnson, Tenyak-O'Connor

B. Annual Report of Revenues and Expenditures

Suddarth presented this annual report for approval. Ables moved approval and Bothwell seconded.

Ayes: Brown, Kenyon, Ables, Bothwell, Hjerpe

Nays: None.

Absent: Johnson, Tenyak-O'Connor

VIII. Trustee Reports

None.

IX. Library Director's Report

Suddarth updated a few items from his written report.

X. Old Business

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

The trustees reviewed the policy and made no changes.

B. Library Cards for District 34 students

Suddarth reported that a staff member will be attending the district's Community Health and Safety Night event to be held September 28th. Bothwell offered her assistance.

C. Library Walkthrough

Suddarth presented a list of items he feels should be prioritized to be addressed from this year's walkthrough. He will report on them at future meetings as they are addressed.

D. Bloodborne Pathogens Policy

The revised policy as discussed at the August meeting was presented. After a short discussion, Ables moved approval of the policy with a second by Kenyon.

Ayes: Brown, Kenyon, Ables, Bothwell, Hjerpe

Nays: None.

Absent: Johnson, Tenyak-O'Connor

E. Illinois Library Association Annual Conference

Information about this year's event was presented and all were encouraged to attend.

F. April 4, 2023 Consolidated Election

Suddarth presented information regarding the election. Five of the seven trustees positions will be open for election.

XI. New Business

A. Sealcoating and Paving repair quotes

Suddarth presented quotes from 2 companies for the repair and sealcoating of the parking lot.

Additionally, he discussed with a limited budget, the upcoming interior painting may need to be divided into smaller projects. After a short discussion, Ables moved approval of the Maul Asphalt quote from June 22, 2022. Kenyon seconded.

Ayes: Brown, Kenyon, Ables, Bothwell, Hjerpe

Nays: None.

Absent: Johnson, Tenyak-O'Connor

B. Policy

i. Test Proctoring

ii. Internet

iii. Staff email

iv. Wi-Fi

v. Notary

The trustees reviewed each of the policies. Suddarth proposed changes to the W-Fi policy.

Bothwell moved to accept the Wi-Fi policy changes with a second by Kenyon. Other policies remain unchanged.

Ayes: Brown, Kenyon, Ables, Bothwell, Hjerpe

Nays: None.

Absent: Johnson, Tenyak-O'Connor

XII. Other Business

Kenyon mentioned that she was pleased that the library's use statistics keep improving. Additionally, she mentioned she was impressed with the job Kathy Reczek has been doing with the Interlibrary Loan service.

XIII. Adjournment

Hjerpe moved to adjourn at 8:19 p.m. Ables seconded.

Ayes: Brown, Kenyon, Ables, Bothwell, Hjerpe

Nays: None.

Absent: Johnson, Tenyak-O'Connor