

# Williamsfield Public Library District Board of Trustees

## Minutes of Meeting Held Monday, November 28, 2022

. At 6:30 p.m. the regular meeting of the Williamsfield Public Library Board of Trustees was called to order by Board President, Eric Bell. In attendance were Trustees Eric Bell, Robert Haugland, Meg Ott, and Jana Kutkat; also in attendance was Director Kelly Goodin. Trustees Shirley Pauer and Laura Gibbs were absent. In Secretary Pauer's absence, Director Goodin took notes to prepare minutes.

II. In correspondence, Trustees each received a holiday card from the library staff

III. Consent Agenda (October 2022 documents)

A motion by Trustee Ott seconded by Trustee Haugland to approve the Consent Agenda items passed. [1]

IV. Director Goodin reported on the following:

Winterfest planning meetings held October 29<sup>th</sup> and November 19, 2022, and plans for next mtg scheduled for December 6<sup>th</sup>; WPLD's "Holiday Happenings"(handout); Open House held 11/26/22; Closing Saturday, December 10<sup>th</sup> to prepare for Winterfest; Knox Community Health "Get Covered Illinois" @ WPLD 11/29 (handout); 2023 Consolidated Election timeline; RSA membership fees; Knox County Assessments letter; and programs and stats on the Librarian & Director reports

V. Committee Reports

- a. Trustee Ott & Director Goodin reviewed the 2022 Tax Levy 11/28/22 @ 6:00 p.m. – no recommendations
- b. Building & Grounds Committee (Chair: Trustee E. Bell) None
- c. Policy/By-laws Committee (Chair: Trustee J. Kutkat) – None
- d. Trustee Bell and Director Goodin discussed Holiday Bonuses 11/28/22 @ 6:15 p.m. – tbd Exec. Session

VI. Community Group Liaison Reports – None

VII. Unfinished Business - Trustee seat vacancy discussed

VIII. New Business

- a. On a motion by Trustee Haugland seconded by Trustee Ott, Ordinance No. 2022-05 "Annual Tax Levy Ordinance for Year 2022" was approved by roll call vote.

Marked aye: Trustees Bell, Haugland, Kutkat, and Ott.

Marked nay: None

Marked absent: Trustees Pauer and Gibbs as well as 1 Vacant seat. [2]

- b. Director Goodin was encouraged to work on job descriptions, policy and contract wording for transitioning the Head Librarian position to a salaried position in FY23-24 beginning July 2023.

IX. At 7:24 p.m. on a motion by Trustee Ott and seconded by Trustee Haugland the meeting entered into executive session. [3]

At 7:31 p.m. on a motion by Trustee Haugland and seconded by Trustee Ott the meeting returned to regular session. [4]

X. On a motion by Trustee Ott; seconded by Trustee Haugland the Holiday Bonuses were approved as presented. [5]

XI. At 7:34 p.m. on a motion by Trustee Haugland and seconded by Trustee Ott the meeting was adjourned.[6]

The next Williamsfield Public Library District Board of Trustees Meeting is scheduled for Monday, January 23, 2023 at 6:30pm in the R. C. Norman Community Room

*Shirley A. Pauer*