

Williamsfield Public Library District Minutes of Meetings Held Monday, August 22, 2022

Budget Hearing

Williamsfield Public Library, Ralph C. Norman Community Room August 22, 2022 6:15 p.m.

- I. At 6:15 p.m. a hearing for the Williamsfield Public Library FY22-23 Budget and Appropriation Ordinance 2022-04 was called to order by Board President, Eric Bell. In attendance were Trustees Eric Bell, Robert Haugland, Meg Ott, Jana Kutkat and Laura Gibbs; also in attendance was Director Kelly Goodin. Trustees Shirley Pauer and Aggie Powers were absent. In Secretary Pauer's absence, Trustee Ott and Director Goodin will prepare minutes.
 - II. FY 21-22 Draft Budget & Appropriation No. 2022-04 Review and Discussion:
Director Goodin recommended consideration of a revision to line items "Grants" and "Contractual Services" due to an anticipated increase in Per Capita Grant revenues and an excess error presented in the Contractual Services line item.
 - III. At 6:30 p.m. a motion to adjourn the Budget Hearing was made by Trustee Haugland and seconded by Trustee Ott. Passed [1]
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Williamsfield Public Library District Board of Trustees Regular Meeting

Williamsfield Public Library, Ralph C. Norman Community Room August 22, 2022 6:30 p.m.

- I. **Call to Order – Attendance**
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, Jana Kutkat and Laura Gibbs; also in attendance was Director Kelly Goodin. Trustees Shirley Pauer and Aggie Powers were absent. In Secretary Pauer's absence, Trustee Ott and Director Goodin will prepare minutes.
- II. **Public Comment – Correspondence**
The Board extended a welcome to Trustee, Laura Gibbs, on the occasion of her first "official" meeting. Director Goodin shared a Thank You note received from Sam Rice in gratitude for the Finding Monte Henderson Book Signing event hosted by the library on August 13, 2022.
- III. **Consent Agenda** (July 2022 documents)
A motion by Trustee Ott, seconded by Trustee Kutkat, to approve the Consent Agenda passed. [1]
- IV. **Director's Oral Report** Director Goodin reported on the following:
July's "Summer Reading Thursdays" had 147 in attendance; Recognition was given to Librarians Kara Johnson, Lacey Williams and Gionna Ott for their efforts in planning and conducting summer reading activities; All Summer Reading activities will wrap up August 31st with grand prize drawings; Our first IL Libraries Presents program "Marlee Matlin" is Sept. 14th @ 7:00 p.m.; Winterfest planning has begun and letters reaching out to community organizations will go out in early September; School visits are scheduled for the school year and will begin Tuesday, September 6th; The new copy machine and bookkeeping laptop have been purchased through Best Buy due to IT Basics inability to get equipment.

V. Committees

- a. **Finance/Budget Committee** (Chair: Trustee M. Ott)
FY 22-23 Budget Draft Hearing 6:15 p.m. 8/22/22; Recommends revision to line items “Grants” and “Contractual Services” as discussed in Budget Hearing. No Sept. meeting scheduled.
- b. **Building & Grounds Committee** (Chair: Trustee E. Bell) Nothing to report. Discussion scheduled with Director Goodin Tuesday, August 30th @ 3:15 p.m.
- c. **Policy/By-laws Committee** (Chair: Trustee J. Kutkat) – Meeting scheduled for Monday, September 26th @ 5:00 p.m. with Director Goodin and Trustees Kutkat and Pauer - Agenda to be posted by 9/22/22
- d. **Personnel Committee** (Chair: Trustee E. Bell) – Discussion in Executive Session. No September meetings scheduled.

VI. Community Group Liaison Reports

No reports on Parks Association or Historical Society. Trustee Bell reported that Mapping/CAN has begun implementing previously planned activities. Trustee Ott mentioned the Electronics Recycling & Paint Collection taking place September 24, 2022.

VII. Old Business

- a. The Revised Holiday Ordinance No. 2022-03 was approved on a motion by Trustee Kutkat; seconded by Trustee Haugland with the addition of including Election Day, November 8, 2022, as a Holiday Closure. Passed. [2]
- b. Trustee Files were updated with contact information, Trustees Bell and Haugland completed the FY21-22 Secretary’s Audit, and trustees needing to complete OMA trainings have been notified.

VIII. New Business

- a. Trustee Gibbs moved to approve Ordinance No. 2022-04 Budget & Appropriation Ordinance as revised. Trustee Kutkat seconded the motion. The motion passed by roll call vote: Voting aye: Trustees Bell, Gibbs, Haugland, Kutkat, and Ott. Trustees Pauer and Powers were absent. [3]

IX. Executive Session

At 7:02 p.m. a motion by Trustee Ott to leave regular session and enter into executive session, seconded by Trustee Kutkat passed. [4]

At 7:15 p.m. a motion by Trustee Haugland to leave executive session and return to regular session, seconded by Trustee Ott passed. [5]

X. Action taken as a result of Executive Session

On a motion by Trustee Ott; seconded by Trustee Gibbs to accept the resignation of Kara Johnson, librarian, with a separation date of August 22, 2022 passed. [6]

Director Goodin presented a letter expressing the Board’s best wishes to be mailed to Kara.

XI. Adjournment

At 7:17 p.m. a motion to adjourn was made by Trustee Kutkat and seconded by Trustee Ott. Passed. [7]

The next regularly-scheduled Williamsfield Public Library District Board of Trustees Meeting is scheduled for Monday, September 26, 2022 at 6:30pm in the Ralph C. Norman Community Room at the Williamsfield Public Library

Respectfully submitted by Trustee, Meg Ott and Director, Kelly Goodin

Shirley A. Pauer