

Williamsfield Public Library District Board of Trustees

Minutes of Meeting Held Monday, September 26, 2022

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 prepared minutes.

II. Public Comment – Correspondence: None

III. Consent Agenda (August 2022 documents)

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

IV. Director's Oral Report

Director Goodin reported on the following:

The first Winterfest planning committee meeting held September 17, 2022 (Notes distributed); PreK-9th Grade class visits that began September 6th; Attorney Phil Lenzini's presentation at September 16th Rural Directors' meeting – Public Act 102-1088 Decennial Committee requirement and procedures for library policy revisions - both to be discussed at October's BOT mtg; Trainings for new staff to be scheduled with Lacey; Two Zoom meetings scheduled for September 29th -RAILS Membership Mtg. and BLUEcloud Analytics training that Kelly & Lacey will attend; and development of WPLD's new reporting format for statistics reporting.

V. Committee Reports

- a. **Finance/Budget Committee** (Chair: Trustee M. Ott) – Next meeting: 10/06/22 @ 4:45 p.m.
- b. **Building & Grounds Committee** (Chair: Trustee E. Bell) None
- c. **Policy/By-laws Committee** (Chair: Trustee J. Kutkat) – None
- d. **Personnel Committee** (Chair: Trustee E. Bell) – None

VI. Community Group Liaison Reports – None

VII. Old Business

- a. No Trustee files updated due to Trustee Powers' absence

VIII. New Business

- a. On a motion by Trustee Ott and seconded by Trustee Kutkat, Ordinance No. 2022-03 revisions to Term Expiration dates as per the Knox County Clerk's office was approved. [2]
- b. Director Goodin provided updated information from the Knox County Clerk's office for the 2023 Consolidation Election to be held on April 4, 2023 – Four WPLD Trustee seats will be on the ballot. Three seats will appear on the ballot as full 6-year terms and one seat will appear on the ballot as a 2-year unexpired term.
Nominee packets are available for anyone wanting to be on the ballot.

- c. The 2022 Tax Levy will be reviewed at the October meeting with plans for approval in November.
- d. On a motion made by Trustee Kutkat and seconded by Trustee Gibbs, signatories on all Bank of Yates City deposit accounts were changed to only include Library Director, Kelly Goodin; Board Treasurer, Madolyn Ott; and Head Librarian, Lacey Armstrong Williams. The motion passed by roll call vote
Voting aye: Trustees Bell, Gibbs, Haugland, Kutkat, and Ott.
Voting nay: None
Trustees Pauer and Powers were absent. [3]

IX. Executive Session

At 7:17 p.m. a motion by Trustee Ott to leave regular session and enter into executive session and seconded by Trustee Haugland passed. [4]

At 7:24 p.m. a motion by Trustee Kutkat to leave executive session and return to regular session, seconded by Trustee Haugland passed. [5]

X. Action taken as a result of Executive Session

On a motion by Trustee Kutkat; seconded by Trustee Ott the hiring of two part-time librarian assistants, Carlee Doubet and Mindy Bruner, was approved. [6]

XI. Adjournment

Meeting adjourned at 7:26 p.m. on a motion by Trustee Haugland and seconded by Trustee Gibbs.[7]

The next regularly-scheduled Williamsfield Public Library District Board of Trustees Meeting is scheduled for Monday, October 24, 2022 at 6:30pm in the R. C. Norman Community Room

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

Shirley A. Pauer