

Williamsfield Public Library District Board of Trustees Meeting Minutes

Monday, July 21, 2025 – 6:30 pm

Williamsfield Public Library

407 Norman Drive, Williamsfield, IL 61489

- I. **Call to Order – Attendance**
The regular meeting of the Williamsfield Public Library District Board of Trustees was called to order by Secretary Kutkat at 6:30 pm on July 21, 2025, in the R. C. Norman Community Room of the library at 407 Norman Drive, Williamsfield, IL.
Trustees Present: Ashley Little, Jaime Trotter, Courtney Newell, and Jana Kutkat
Trustees Absent: Eric Bell, Laura Gibbs, and Robert Haugland
Staff Present: Director Goodin and Head Librarian Williams; Public in Attendance: None
Due to the absence of Board President Bell and Board Vice President Gibbs, Trustee Kutkat called for a motion to appoint Trustee Little as Chairperson Pro Tempore to preside over the meeting. Motion by Trustee Newell and seconded by Trustee Trotter. All in favor. Motion carried.[1]
- II. **Request(s) to Attend Remotely -None**
- III. **Public Comment – Correspondence** - Director Goodin shared correspondence from the Village of Williamsfield, PETA, and two patron research requests.
- IV. **Consent Agenda** - May 2025, and June 2025 documents were presented for approval. The Consent Agenda was approved on a motion by Trustee Newell and seconded by Trustee Trotter. All in favor. Motion carried. [2]
- V. **Director’s Report** - Director Goodin reported on Current Events and Programs
- VI. **Committee Reports** - With Director Goodin’s permission, Personnel Committee Chair, Trustee Kutkat, presented Director Goodin’s evaluation report in regular session.
- VII. **Unfinished Business: None**
- VIII. **New Business:**
 - a. **Bank of Yates City Account Signatories** - A motion by Trustee Newell to remove previous Board Treasurer, Abigail Gruber from all Bank of Yates City accounts and update the three designated signatories for such accounts to include only Treasurer, Jaime Trotter; Director, Kelly Goodin; and Head Librarian, Lacey Armstrong Williams was seconded by Trustee Little. Roll Call Vote - Trustee Little - Aye, Trustee Newell -Aye, Trustee Kutkat - Aye, Trustee Trotter - Aye. Motion carried. [3]
 - b. **Fund Transfers** - Motion made for the approval for the transfer of an amount up to \$20,000 for FY24-25 Corporate Funds at the discretion of Director Goodin and pursuant to 75 ILCS 5/5-8 to the Special Reserve Fund by Trustee Newell and seconded by Trustee Kutkat. Roll Call Vote - Trustee Little - Aye, Trustee Newell -Aye, Trustee Kutkat - Aye, Trustee Trotter - Aye. Motion carried. [4]
 - c. Director Goodin reported on the End of FY 24-25 Budget Summary and FY 25-26 Operating Budget Projections.
 - d. Director Goodin reported on the preparation timeline for the FY 25-26 Budget Ordinance.
 - e. Trustee Trotter and Trustee Newell volunteered to complete the FY 24-25 Secretary’s Audit.
 - f. 2025 Winterfest is scheduled for Saturday, December 6, 2025
- IX. **Executive Session – Pursuant to 5 ILCS 120/2(c1-c2) - None**
- X. **Final action taken as a result of Executive Session - None**
- XI. **Adjournment** - Motion to adjourn at 7:22 pm by Trustee Newell and seconded by Trustee Trotter. All in favor. Motion carried [5]

Respectfully submitted by:


Jana Kutkat, Secretary

8-25-2025
Date