

Williamsfield Public Library District Board of Trustees Meeting Minutes

Tuesday, May 26, 2026 – 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 President Bell at 6:30 p.m. on May 26, 2026 in the R. C. Norman Community Room of the library at 407 Norman Dr. Williamsfield, IL 61489

Trustees Present: Ashley Little, Jaime Trotter, Eric Bell, Courtney Newell, Robert Haugland, Laura Gibbs, and, Jana Kutkat

Trustees Absent: None

Staff Present: Director Goodin

Visitors: None

II. Public Comment – Correspondence – None

III. Consent Agenda: March 2026 and April 2026 Financials were presented for approval. The Consent Agenda was approved on a motion by Trustee Gibbs and seconded by Trustee Haugland. All in favor. Motion carried. [1]

IV. Director's Oral Report / Librarian's Report - Stats were discussed.

V. Unfinished Business - None

VI. New Business:

- a. FY 26-27 Certification of Membership – Completed**
- b. FY 26-27 Holiday Ordinance 2026-01 -** Motion to approve Holiday Ordinance 2026-01 with corrections to Trustee offices by Trustee Haugland and seconded by Trustee Little. Approved by all. Motion carried. [2]
- c. FY 26-27 Non-Resident Ordinance 2026-02 -** Motion to approve Non-residence Ordinance 2026-02 made by Trustee Little and seconded by Trustee Trotter. Roll Call Vote: Ayes - 7, Nays - zero, Absent - zero. Motion carried. [3]
- d. FY 26-27 Ethics Ordinance 2026-03 -** Motion to approve Ethics Ordinance 2026-03 by Trustee Little and seconded by Trustee Trotter. Roll Call Vote: Ayes - 7, Nays - zero, Absent - zero. Motion carried. [4]
- e. FY 26-27 Pay Date Schedule -** Motion to approve FY2026-27 Staff Pay Schedule by Trustee Haugland and seconded by Trustee Gibbs. All in favor. Motion carried [5]
- f. FY 26-27 Contractual & Professional Services -** Motion to approval Resolution 2026-01 Resolution to Designate FY 26-27 Professional Service Providers made by Trustee Little and seconded by Trustee Trotter. Roll Call Vote: Ayes - 6, Nay - zero, Abstain – 1 (Bell). Motion carried [6]
- g. FY 25-26 Budgeted Fund Transfer** Motion to approve budget transfer of up to \$45,000 to the Special Reserve Fund from the Corporate Fund by Trustee Little and seconded by Trustee Trotter. Roll Call Vote: Ayes - 7, Nays - zero, Absent - zero. Motion carried. [7]
- h. Consolidated Election April 6, 2027 –** Information presented

VII. Executive Session - Pursuant to 5ILCS 120/2(c1-c2) Personnel (Evaluations and Wages)

Motion to leave regular session and enter executive session by Trustee Little and seconded by Trustee Gibbs at 7:07 pm. Motion carried. [8]

a. Evaluations

b. Head Librarian Contract Renewal

c. FY26-27 Salaries & Wages

Motion to leave executive session and return to regular session by Trustee Haugland and seconded by Trustee Little at 7:23 pm. Motion carried. [9]

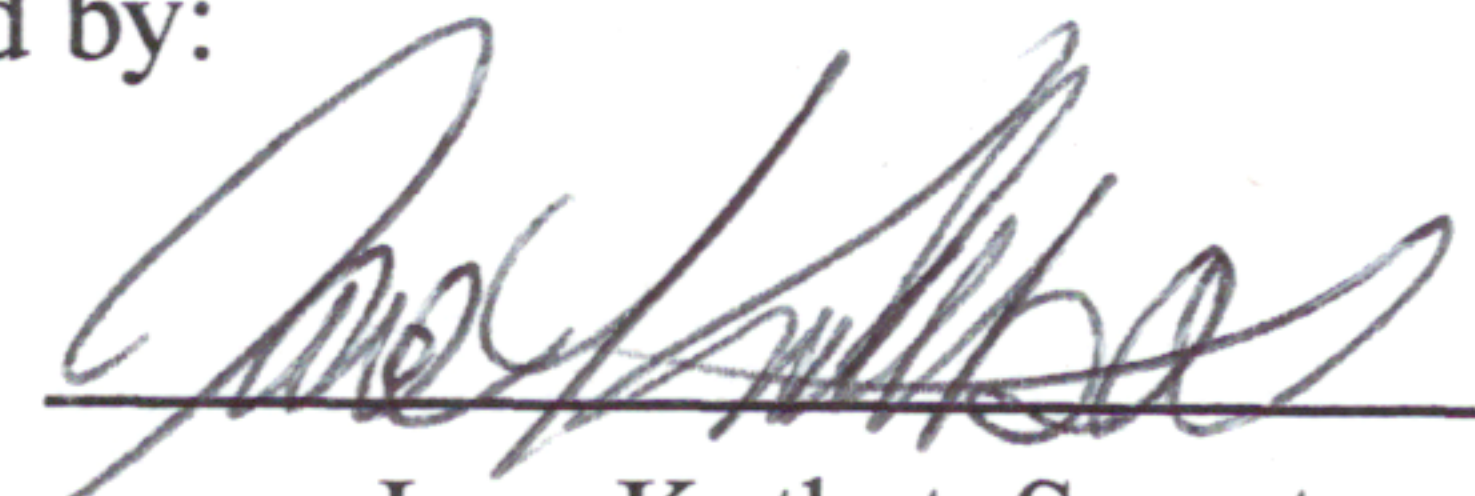
VIII. Final action taken as a result of Executive Session

Head Librarian Contract Renewal – Motion to approve the Head Librarian Employment Contract for July 1, 2026 – June 30, 2029 by Trustee Little and seconded by Trustee Trotter. Roll Call Vote: Ayes - 7, Nays - zero, Absent - zero. Motion carried. [10].

FY26-27 Part-Time Staff Wages and Benefits – Motion to approve FY26-27 Part-Time Staff wages and Benefits (Presented as Options “B” and “D”) by Trustee Gibbs and seconded by Trustee Newell. Roll Call Vote: Ayes - 7, Nays - zero, Absent - zero. Motion carried. [11]

IX. Adjournment - Motion to adjourn by Trustee Gibbs and seconded by Trustee Little at 7:31 pm. All in favor. Motion carried. [12]

Respectfully submitted by:


Jana Kutkat, Secretary

8-24-2026
Date

The next regular meeting of the Board of Trustees will be held on Monday, July 27, 2026 at 6:30 p.m. in the RC Norman Community at Williamsfield Public Library, 407 Norman Drive, Williamsfield, Illinois.