

Williamsfield Public Library District Board of Trustees Meeting

REGULAR MEETING MINUTES

Tuesday, May 28, 2024 – 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 6:32 p.m. on May 28, 2024, in the R. C. Norman Community Room of the library at 407 Norman Dr. Williamsfield, IL 61489.

Trustees Present: Eric Bell, Robert Haugland, Laura Gibbs, and Jana Kutkat

Trustees Absent: Abby Ott Gruber, Ashley Little, and Courtney Newell

Staff Present: Director, Kelly Goodin

Visitors Present: None

II. Trustee Request(s) to Attend Remotely – None

III. Public Comment – Correspondence – None

IV. Consent Agenda – April 2024 Documents including final Decennial Committee Minutes were presented for approval.

- a. Personnel Committee notes were included in the Consent Agenda on a motion by Trustee Kutkat; seconded by Trustee Haugland. All in favor. Motion carried. [1]
- b. The Consent Agenda was approved on a motion by Trustee Gibbs; seconded by Trustee Kutkat. All in favor. Motion carried. [2]

V. Director's Oral Report – Director Goodin reported on Current Events and Programs, Statements of Economic Interest, Rural Director Meetings being hosted by WPLD in June and July, AFR filings in all three counties, Summer Reading Programs, and Lego Club.

VI. Committee Reports –

- a. Building & Grounds – 4/25/24 Walk through with Head Librarian Williams and Director Goodin. Future building and grounds projects discussed with vote moved to section VIII. i.
- b. Personnel Committee – 5/14/24 and 5/28/24 Committee Meetings - Minutes were approved with the Consent Agenda in section IV.
- c. Policy – TBD Summer – Chair Kutkat, Head Librarian Williams and Director Goodin

VII. Unfinished Business –

- a. Trustee Workshop Rescheduled - tentatively to be held on August 26, 2024 at 5:45 prior to a budget hearing at 6:15 pm with the Board of Trustees meeting beginning at 6:30 p.m.
- b. Williamsfield Schools/Knox County Emergency Management Agency Mutual Aid Agreement - No new news on the Emergency Management Agreement.

VIII. New Business –

- a. FY 24-25 Holiday Ordinance 2024-01: Motion to approve by Trustee Haugland and seconded by Trustee Gibbs All in favor. Motion carried. [3]
- b. FY 24-25 Non-Resident Ordinance 2024-02: Motion to approve by Trustee Kutkat and seconded by Trustee Haugland All in favor. Motion carried. [4]
- c. FY 24-25 Ethics Ordinance 2024-03: Motion to approve Ethics Ordinance 2024-03 by Trustee Gibbs and seconded by Trustee Kutkat. All in favor. Motion carried. [5] Trustee Gibbs appointed to Ethics Officer position.
- d. FY 24-25 Pay Date Schedule was reviewed and will be sent to the accountant.
- e. FY 24-25 Board of Trustee Officer assignments were reviewed with no changes made.

- f. FY 23-24 Special Reserve Transfer: A Motion to transfer up to \$25,000 to the Special Reserve account for the end of the FY 2023-24 as funds allow, by Trustee Gibbs and seconded by Trustee Haugland was put to a Roll Call Vote. Motion carried. [6]
 Ayes: Trustee Bell, Trustee Gibbs, Trustee Haugland, Trustee Kutkat
 Nays: none Absent: Trustee Little, Trustee Ott Gruber, Trustee Newell
- g. Reminders were shared that there is NO Regular BOT Meeting Scheduled for June. End of FY23-24 summaries and FY24-25 Budget projections will be available at the July meeting.
- h. Personnel Evaluations; FY24-25 wages; and Director's Contract Renewal moved to Sect. IX.
- i. Maintenance Expenditure Approvals: A Motion to approve summer maintenance expenditures from budgeted funds up to \$18,000 by Trustee Kutkat and seconded by Trustee Haugland was put to a Roll call vote. Motion carried. [7]
 Ayes: Trustee Gibbs, Trustee Haugland, Trustee Bell, Trustee Kutkat
 Nays: none Absent: Trustee Little, Trustee Ott Gruber, Trustee Newell

IX. Executive Session – Pursuant to 5ILCS 120/2(c1-c2)


Motion to enter Executive Session for the purpose of reviewing Personnel Evaluations, wages, and contracts at 7:22 pm by Trustee Haugland and seconded by Trustee Gibbs. All in favor. Motion carried. [8]

Motion to return to Open Session by Trustee Haugland and seconded by Trustee Gibbs at 7:42 pm. All in favor. Motion carried. [9]

X. Final Action – Action taken as result of Executive Session;

- a. Motion to Approve Director Goodin's Contract as presented by Trustee Haugland and seconded by Trustee Gibbs was put to a Roll Call vote. Motion carried. [10]
 Ayes: Trustee Kutkat, Trustee Gibbs, Trustee Haugland Nays: None
 Absent: Trustee Little, Trustee Ott Gruber, Trustee Newell Abstain: Trustee Bell
- b. Motion to Amend the Head Librarian's FY24-25 Employment Contract in order to roll 5 (five) vacation days over from FY23-24 for Lacey Williams by Trustee Gibbs and seconded by Trustee Haugland was put to a Roll call vote. Motion carried. [11]
 Ayes: Trustee Gibbs, Trustee Haugland, Trustee Bell, Trustee Kutkat
 Nays: None Absent: Trustee Little, Trustee Ott Gruber, Trustee Newell
- c. Motion to approve Part-Time Staff position and wage changes as presented by Trustee Gibbs and seconded by Trustee Haugland was put to a Roll call vote. Motion carried. [12]
 Ayes: Trustee Gibbs, Trustee Haugland, Trustee Bell, Trustee Kutkat
 Nays: None Absent: Trustee Little, Trustee Ott Gruber, Trustee Newell

XI. Adjournment – At 7:46 p.m. a motion to adjourn by Trustee Gibbs and seconded by Trustee Haugland. All in favor. Motion carried. [13]



 Respectfully Submitted by Jana Kutkat, Secretary

The next regular meeting of the Williamsfield Public Library District Board of Trustees is scheduled for July 22, 2024.

*Approved
 8-26-24
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