

Williamsfield Public Library District Board of Trustees

REGULAR MEETING MINUTES

Tuesday, January 30, 2024
(Rescheduled from 01-22-2024)

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 January 30, 2024, in the R. C. Norman Community Room of the library at 407 Norman Dr. Williamsfield, IL 61489.

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

Trustees Absent: Ashley Little

Staff Present: Director, Kelly Goodin

Visitors Present: Courtney Newell

II. Trustee Request(s) to Attend Remotely Pursuant to 5ILCS 120/7(a)(2) - None

III. Public Comment – Correspondence – Visitor, Courtney Newell, was acknowledged and welcomed.

IV. Consent Agenda: November and December 2023 Documents presented for approval Motion to approve by Trustee Haugland, seconded by Trustee Gibbs. All in favor. Motion carried. [1]

V. Director's Oral Report: Current Events and Program Updates Director Goodin reported on Current Events and Programs, continued increases in our Library statistics, Per Capita and E-Rate Grants, FY22-23 AFR, Statements of Economic Interest and staff scheduling.

VI. Committee & Liaison Reminders, Reports, Recommendations, and Actions

- a. The following Decennial Committee Meetings have been held: Meeting #1 06/05/23 and Meeting #2 10/23/23. Meeting #3 is scheduled for Monday, March 25, 2024 @ 6:15 p.m.
- b. Winterfest notes from November 29, 2023 were discussed. Trustee Little will share notes.
- c. Personnel Chair Kutkat and Director Goodin met today per Goodin's contract. (See VIII. b.)

VII. Unfinished Business:

- a. Trustee Appointment - Motion to approve Courtney Newell as newly appointed Library Trustee (to the unexpired seat to be on the ballot as an unexpired 4 year term in the 2025 Consolidated Election) by Trustee Gibbs and seconded by Trustee Ott Gruber. All in favor. Motion carried. [2]
- b. Revised Holiday Ordinance 2023-01 - Motion to approve the revised Holiday Ordinance 2023-01 to update trustee information by Trustee Haugland and seconded by Trustee Gibbs. All in favor. Motion carried. [3]
- c. WPLD Contact List was updated with revisions
- d. Paid Leave Act Policy – Director Goodin presented information on the new law
- e. A Certification of Membership of the Board of Trustees was performed for state filing.

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VIII. New Business:

- a. Revised Policy Review Plan is being prepared by Director Goodin for Spring/Summer.
- b. Director Goodin presented the contract renewal notice letter as per the terms of her contract.
- c. There are no current Policy Revisions for review or approval
- d. Director Goodin presented a request to donate up to \$500 worth of large print materials to Quincy Veteran's Home Library due to water damage to their library recently.
Motion to approve the purchase of materials to donate to QVH Library with budgetary discretion by Trustee Gibbs and seconded by Trustee Newell. All in favor. Motion carried. [4]

IX. Executive Session – None

X. Final action taken as a result of Executive Session – None

- XI. **Adjournment** - At 7:14 pm a motion to adjourn by Trustee Haugland and seconded by Trustee Gibbs. All in favor. Motion carried. [5]



Respectfully Submitted by Jana Kutkat, Secretary

The next regular meeting of the Williamsfield Public Library District Board of Trustees will be held at the Williamsfield Public Library in the Ralph C. Norman Community Room on Monday, March 25, 2024 at 6:30 p.m.