

Williamsfield Public Library District Board of Trustees

REGULAR MEETING MINUTES

Monday, April 22, 2024

(Rescheduled from 03-25-2024)

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 April 22, 2024, in the R. C. Norman Community Room of the library at 407 Norman Dr. Williamsfield, IL 61489.

Trustees Present: Eric Bell, Abigail Ott Gruber, Robert Haugland, Jana Kutkat, and Ashley Little

Trustees Absent: Laura Gibbs and Courtney Newell

Staff Present: Director, Kelly Goodin

Visitors Present: None

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

III. Public Comment – None; Correspondence - Director Goodin reported on thank you letters from Illinois Veterans' Homes and inactive library card request for a Library Card Collector Cory Peterson in Roseville, California

IV. Consent Agenda: January, February, and March 2024 Documents presented for approval Motion to approve by Trustee Kutkat, seconded by Trustee Little. All in favor. Motion carried. [1]

V. Director's Oral Report: Director Goodin reported on Current Events and Programs, the annual Ralph Norman Foundation Donation, the payoff of the library mortgage with Bank of Yates City, Statements of Economic Interest and staff scheduling.

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

a. Decennial Committee

1) All required Decennial Committee Meetings have been held (Meeting #1 06/05/23; Meeting #2 10/23/23; Meeting #3 04/22/24) and the required report has been approved by the committee and prepared for submission to Knox, Peoria, and Stark County Boards.

2) Motion to dissolve Decennial Committee by Trustee Ott Gruber, seconded by Trustee Little. All in favor. Motion carried. [2]

b. Building Committee - Meeting scheduled for 3:15 p.m. on 4/25/24 @ the library

c. Personnel Committee - Two Meetings scheduled for evaluations and contract review

1) 4:00 p.m. on 5/14/24 @ the library

2) 6:00 p.m. on 5/28/24 @ the library

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VII. Unfinished Business:

- a. Trustee Orientation / Training workshop is scheduled for Saturday, May 18, 2024 8-10 a.m. in the RCN Community Room of the Williamsfield Public Library
- b. Williamsfield Public Library District Decennial Report on Local Government Efficiency is completed, approved and being prepared for submission (See Section VI. a. above)
- c. Director Goodin provided reminders to the Board about scheduled meetings, end of fiscal year requirements, and policy revisions for Spring and Summer.

VIII. New Business:

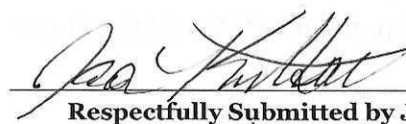
- a. All 2023 Statement of Economic Interest Forms will be mailed to Knox County Clerk this week.
- b. Director Goodin presented key elements of the Resource Sharing Alliance (RSA) Intergovernmental Agreement including the new fee schedule through 2029. Motion to approve entering into the RSA intergovernmental agreement by Trustee Little and seconded by Trustee Haugland. All in favor. Motion carried. [3]
- c. On a motion by Trustee Little; seconded by Trustee Ott Gruber, Director Goodin is Designated Williamsfield Public Library District's representative for library financial inquiry with the IRS. All in favor. Motion carried. [4]
- d. The Williamsfield Schools/Knox County Emergency Management Agency Mutual Aid Agreement that was approved by the Knox County Board for April 1, 2024 – April 1, 2029 designating Williamsfield Public Library as an emergency shelter with support of electric buses from the school was discussed.

IX. Executive Session

- a. At 7:26 p.m. on a motion by Trustee Haugland, seconded by Trustee Little the Board of Trustees left Regular Session and entered into Executive Session to discuss personnel; inviting Director Goodin to join them. All in favor. Motion carried. [5]
- b. At 7:37 p.m. on a motion by Trustee Haugland, seconded by Trustee Little the Board of Trustees left Executive Session and returned to Regular Session. All in favor. Motion carried. [6]

X. Final action taken as a result of Executive Session - No action was taken

- XI. **Adjournment:** At 7:38 p.m. a motion to adjourn by Trustee Little and seconded by Trustee Ott Gruber. All in favor. Motion carried. [7]



Respectfully Submitted by Jana Kutkat, Secretary