

Williamsfield



Public Library

**Williamsfield Public Library District Board of Trustees
REGULAR MEETING
Monday, July 24, 2023 – 6:30 pm
MINUTES**

I. Call to Order – Attendance

The regular meeting of the Williamsfield Public Library District Board of Trustees was called to order by Vice President Haugland at 6:32 p.m. on July 24, 2023, in the R. C. Norman Community of the library at 407 Norman Dr. Williamsfield, IL 61489.

Trustees Present: Laura Gibbs, Myrl Gray, Abigail Gruber, Robert Haugland, and Jana Kutkat

Trustees Absent: Eric Bell

Staff Present: Director, Kelly Goodin

Visitors Present: None

II. Absent Trustee Requests to Attend Remotely - None

III. Public Comment – Correspondence There was no public comment or correspondence.

IV. Consent Agenda Motion by Trustee Gibbs and seconded by Trustee Gray to accept the consent agenda with corrections to the Secretary’s Report. All in favor. Motion carried. [1]

V. Director’s Oral Report

Director Goodin reported on Summer Programming, the increase in the monthly water bill minimum, progress on annual building maintenance projects, and the purchase of the new AED.

VI. Committees & Liaisons

Decennial Committee: Director Goodin requested clarification from the Board on the Decennial Committee meeting schedule. It was previously listed as September. The next Decennial Committee meeting is actually scheduled to occur on Monday, October 23rd at 5:30 p.m. before the 6:30 p.m. meeting of the Board of Trustees.

Finance Committee: Treasurer Gruber and Director Goodin met July 18, 2023 and finalized calculations for the FY 23-24 Draft Budget (See New Business)

No other Committee or Liaison reports were given.

VII. Unfinished Business

The trustee vacancy declared April 24, 2023 is being further tabled.

Trustees were reminded to complete OMA training and file certificates with Director Goodin.



VIII. New Business

Director Goodin shared the preliminary end of year FY 22-23 Budget Report.

On a motion by Trustee Gray and seconded by Trustee Gibbs the FY 23-24 Holiday Ordinance 2023-01 with revisions to Winter Holiday closure dates was approved. All in Favor. Motion carried. [2]

Director Goodin presented the FY 23-24 Budget Draft and outlined the process leading to the vote and certification for the FY 23-24 Budget Ordinance as follows:

- 1) Budget Draft is available to public for viewing 7/27/23
- 2) Budget Hearing August 28, 2023 @ 6:15 p.m. (Notice Published by Potts' office)
- 3) Final Action to be taken @ regular meeting 8/28/23
- 4) Certified copies of approved budget to be filed in all counties by 09/26/23
- 5) Publication of approved budget by 9/28/23

On a motion by Trustee Gray and seconded by Trustee Gruber renewal of the following professional services for FY 23-24 was approved:

- 1) Attorney – Whitney & Potts
- 2) Legal Publication – Knoxville Bulletin
- 3) Accounting – Bluckner & Kneer
- 4) Insurance – Stevens Campbell

Motion carried unanimously by roll call vote. [3]

Vice President Haugland volunteered to complete the FY 22-23 Secretary's Audit by 8/28/23

Secretary Kutkat will schedule a time with Director Goodin and complete the Certification of Trustee Membership for filing by 8/16/23

IX. Executive Session - None

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

XI. Adjournment At 6:47 p.m. a motion to adjourn by Trustee Gibbs and seconded by Trustee Gray. All in favor. Motion carried. [4]

A handwritten signature in dark ink, appearing to read 'Jana Kutkat', is written over a horizontal line.

Respectfully Submitted by Jana Kutkat, Secretary

Meeting Schedule Reminders:

The FY 23 -24 Budget Hearing will be held Monday, August 28, 2023 at 6:15 p.m.

The next regularly scheduled BOT meeting will be held Monday, August 28, 2023 at 6:30 p.m.

The next Decennial Committee meeting will be held Monday, October 23, 2023 at 5:30 p.m.