

Williamsfield Public Library District Board of Trustees Meeting

Minutes of Meeting Held Monday, May 22, 2023

I. Call to Order – Attendance

The regular meeting of the Williamsfield Public Library Board of Trustees was called to order by Board President, Eric Bell at 6:32 pm. In attendance were: Trustees Laura Gibbs, Robert Haugland, Eric Bell, and Jana Kutkat. Also in attendance was Library Director Kelly Goodin and community members Myrl Gray and Abigail Gruber. Eric Bell nominated and appointed Secretary Pro Tem Jana Kutkat.

II. Public Comment – Correspondence

In Public Comment, Kelly Goodin congratulated Trustee Bell on 20 years of service as a Trustee for the Williamsfield Public Library District. Other correspondence included: 4/17/23 IDES, OEWS request letter; 4/22/23 Knox County SWCD newsletter with Tree Planting Initiative information / Volunteer Picture from Robert from the Tree planting; 4/24/23 UMC Easter Egg Hunt Thank You; 4/27/23 National Library Week letter from Alexi Giannoulis, IL Secretary of State and State Librarian

III. Consent Agenda Motion to approve the Consent Agenda made by Trustee Haugland and seconded by Trustee Kutkat. All in favor. Motion carried. [1]

IV. Director's Oral Report

Director Goodin reported on staff trainings for OMA, FOIA, Policy and the new website; the receipt of the Ralph Norman Foundation annual donation and loan payment; the FY23-24 Holiday Ordinance Draft and current programs and events.

V. Committees & Liaisons

Personnel: Trustees Haugland and Kutkat conducted Director Goodin's annual Evaluation Interview Further staff evaluation discussions will be held in Executive Session.

Decennial: President Bell will notify all parties of scheduling for meeting to be held by June 10, 2023
No other Committee or Liaison reports were given.

VI. Unfinished Business - There was no previously unfinished business for discussion.

VII. New Business

a. 2023 Consolidated Election Results

Motion to approve the certified vote for the 2023 Consolidated Election as follows:

- 1) Laura Gibbs – Full/6 Year Term – (Expires May 2029)
- 2) Robert Haugland – 2 Year Unexpired Term – (Expires May 2025)
- 3) Jana Kutkat – Full/6 Year Term – (Expires May 2029)

by Trustee Gibbs and seconded by Trustee Haugland. All in favor. Motion carried. [2]

b. Trustee Vacancies – 3 vacancies (Noted as seats #5, #6, and #7) remain vacant.

Motion to approve the appointment of Abigail Gruber to seat #5 and Myrl Gray to seat #6 and to table an appointment for seat #7 was made by Trustee Haugland and seconded by Trustee Kutkat. All in favor. Motion carried. [3]

c. Trustee Appointments & Oaths - President Bell administered the Trustee Oath to all elected and appointed trustees.

d. Election of Officers

Motion to approve the Officers of the Board of Trustees as follows:

- President - Trustee Eric Bell
- Vice President - Trustee Robert Haugland
- Secretary - Trustee Jana Kutkat
- Treasurer - Trustee Abigail Gruber

by Trustee Gray and seconded by Trustee Gibbs. All in favor. Motion carried. [4]
President Bell appointed Trustee Gray as Ethics Officer

e. Bank Signatories

Motion to approve the three signatories for all Bank of Yates City accounts to be: Director, Kelly Goodin; Head Librarian, Lacey Armstrong Williams; and Treasurer, Abigail Gruber
by Trustee Gray and seconded by Trustee Gibbs passed unanimously by roll call vote. [5]

f. Appointment of Committee Chairs and Community Liaisons

Motion to approve the following structure of FY23-24 library committees:

- Finance Committee Chair Trustee Gruber
- Buildings & Grounds Chair Trustee Bell
- Policy & Bylaws as Committee of the Whole
- Personnel Chair Trustee Kutkat
- Decennial as Committee of the Whole
- No designated Community Liaisons

by Trustee Gray and seconded by Trustee Haugland. All in favor. Motion carried. [6]

VIII. Executive Session Motion by Trustee Gray at 7:10 p.m. to leave regular session and convene to executive session for the purpose of conducting employee evaluations and preparing the Head Librarian contract with Director Goodin, seconded by Trustee Gibbs passed unanimously by roll call vote. [7]

At 7:45 p.m. a motion by Trustee Haugland, seconded by Trustee Gray to adjourn the executive session and reconvene in regular session. All in favor. Motion carried. [8]

IX. Final action taken as a result of Executive Session

A motion for Director Goodin to compose a three year employment contract including the terms discussed for Lacey Armstrong Williams, Head Librarian, by Trustee Gray, and seconded by Trustee Gibbs passed unanimously by roll call vote. [9]

A motion to allow Director Goodin to create new trustee packets by Trustee Gibbs and seconded by Trustee Haugland. All in favor. Motion carried. [10]

X. Adjournment At 7:46 p.m. a motion to adjourn by Trustee Kutkat and seconded by Trustee Gray. All in favor. Motion carried. [11]



Respectfully submitted by Jana Kutkat, Secretary of the Williamsfield Public Library Board of Trustees