

**WILLIAMSVILLE PUBLIC LIBRARY AND MUSEUM**  
Board of Trustees' Regular Board Meeting  
Tuesday, November 12, 2024  
6:00 P.M. at the Williamsville Public Library and Museum

**Minutes**

**Roll Call**

With a quorum present, the regular meeting of the Williamsville Public Library and Museum Board of Trustees, held on Tuesday November 12, was called to order by Kim Knox, President of the Board of Trustees, at 6:03 P.M.

**Members Present:**

Kim Knox, president; Alice Lasswell, vice president; Kaylee Mitts, secretary; Ryan Roberts, treasurer; Judy Krell, trustee; Jen Heintzman, trustee; Patsy Cowser, trustee

**Absent:**

**Employees Present:**

Natalie Albers, Director

**Approval of Secretary's Minutes**

The Board reviewed the minutes for the October Board Meetings. Jen Heintzman made a motion to approve the minutes. Judy Krell seconded the motion. All ayes. Motion carried.

**Public Acknowledgment**

**Treasurer's Report**

Natalie Albers provided the financial reports for October 2024. All transactions from the checking account, petty cash, outdoor education, checking and regular savings account were reviewed. Most of the expenses paid from the checking account were for utilities and the purchase of new library materials. Patsy Cowser made a motion to approve the treasurer's report. Ryan Roberts seconded the motion. All ayes. Motion carried. A full copy of this report is attached to the official copy of these minutes.

**Director's Report**

Director's Report October 2024 was reviewed by the board. Program statistics, fees collected and checkout numbers by platform were provided to board members. WPLM has been fortunate to partner with SIU Medicine, Senior Services of Central Illinois, Springfield Uketopians, University of Illinois Extension, and Illinois Heartland Library System for programming in October and November. The Outdoor Education Space is now closed for the season.

**Committee Reports**

No committee meetings.

## **Friends of the Library**

The next Friends of WPLM meeting will be on February 19 at 6:00 P.M.

## **Unfinished Business**

### *Trustee Elections*

Trustees up for election brought their paperwork for Natalie to pass along to the Village.

### *Director's Evaluation*

The Board went into Executive Session to discuss Natalie Albers' evaluation at 6:59 P.M. The Board left Executive Session at 7:04 P.M.

### *Volunteers for Santa Event*

Board members were asked to volunteer to hand out books at the Santa and Cookies event on Saturday, December 14. Kaylee Mitts and Patsy Cowser volunteered to help.

### *Review of Standards & Policies*

Natalie Albers suggested minor policy changes and provided updates of WPLM's status in regards to the Standards for Illinois Public Libraries. Changes were discussed and plans were made to continue improving WPLM.

## **New Business**

### *The Illinois Funds*

Natalie Albers provided information regarding investment opportunities with The Illinois Funds. A representative will be asked to attend a future board meeting to provide more information.

### *SCDPH Request*

The Sangamon County Department of Public Health (SCDPH) has requested that WPLM provide access to Narcan kits for the community. The board decided by consensus to provide Narcan kits free of charge through SCDPH. Personnel will not administer the Narcan.

## **Other Business**

## **Adjournment**

Kaylee Mitts made a motion to adjourn at 7:06 P.M.; seconded by Alice Lasswell  
All ayes. Motion carried.

Respectfully submitted,  
Kaylee Mitts

Secretary, Williamsville Public Library and Museum Board of Trustees