

**Julia Hull District Library  
Board of Trustees  
April 19, 2010**

Present: Marina Spitzer, Jackie Schumacher (arrived 7:50 pm), Jason Miller, Bill Brod, Chris Brauns, Darrell Ropp, Warren McGhee (left 7:30 pm), Director Joanna Kluever

Public: None

The meeting was called to order by President Marina Spitzer at 6:36 p.m.

**Secretary's Report:** Darrell Ropp moved the secretary's report from the March regular meeting be approved. Chris Brauns seconded the motion. Motion carried.

**Financial Report:** The financial report for April was presented, accepted, and filed.

**Director's Report and Circulation Report:** The director's report and circulation report were presented, accepted, and filed. Overall circulation for March 2010 was 16.48% higher than March 2009. New programs for May include a job search assistance series and how to read fiction. The Summer Reading Program theme is Trek Through Time and the kickoff event is June 3<sup>rd</sup>. Bill Brod moved that Cheryl Huff assume the duties of the Summer Reading Program Coordinator and receive the Summer Reading Program Coordinator salary through payroll. Warren McGhee seconded the motion. Roll Call: Darrell Ropp, yes; Chris Brauns, yes; Bill Brod, yes; Jason Miller, yes; Warren McGhee, yes; Marina Spitzer, yes.

**Unfinished Business:**

- a) **Strategic Planning:** The mission and vision statements will be further discussed at the next Strategic Planning meeting scheduled for April 23<sup>rd</sup>.
- b) **Landfill Update:** There has been no new information.
- c) **School v. Library Hiring Policy & Guidelines:** There has been no new information.
- d) **Discussion of payroll:** The Finance Committee will discuss the option of the library district handling the payroll for the library employees solely compensated by the library district.

**New Business:**

- e) **ISL Census Data Gathering:** The Illinois State Library has requested information regarding the library district boundaries. A committee meeting will be scheduled to review and discuss the information requested.
- b) **Query Insurance Review:** Our current contents insurance coverage includes all losses with the exception of flood and earthquake damage with a limit of \$500,000. Darrell Ropp moved to continue the coverage at the \$500,000 limit. Bill Brod seconded the motion. Roll Call: Darrell Ropp, yes; Chris Brauns, yes; Bill Brod, yes; Jason Miller, yes; Warren McGhee, yes; Marina Spitzer, yes.
- c) **E-rate:** The library director filed for E-rate funding for the 2010-2011 fiscal year.
- d) **Shelving/Space Issues:** The children's collection has exhausted all available shelf space and the Director requested purchasing additional shelving units. Bill Brod moved to authorize the purchase of new shelving units at a cost not to exceed \$5,000.00. Marina Spitzer seconded the motion. Roll Call: Darrell Ropp, yes; Chris Brauns, yes; Bill Brod, yes; Jason Miller, yes; Warren McGhee, yes; Marina Spitzer, yes.
- e) **Outreach:** The possibility of offering programs in Monroe Center and Davis Junction was discussed. Additional outreach discussions will be conducted as part of Strategic Planning.
- f) **Finance Committee Meeting:** The Finance Committee meeting will be scheduled at the April 23<sup>rd</sup> Strategic Planning meeting.
- g) **IMRF:** The Director will ask the school district for an update on the preliminary 2011

IMRF rate.

- h) **Ogle County Tax Assessment:** The tax computation report was received from the county and the property tax revenues will be virtually unchanged for the 2010-2011 fiscal year.
- i) **Staff Evaluation/Raises:** The Director will conduct staff evaluations in May and any recommendations for raises will be presented and discussed with the Library Board.
- j) **Resealing Parking Lot:** Resealing of the library parking lot will be discussed at the next JLC meeting. Chris Brauns moved to purchase a new stone trash receptacle through the Village. Marina Spitzer seconded the motion. Motion carried.
- k) **Policy Review/Committee Meeting:** A policy committee will be scheduled to review and update the policy manual. An executive committee meeting will also be scheduled to discuss Board Bylaws.

**Action Agenda:**

- f) **Expenditures:** A motion was made by Darrell Ropp and seconded by Chris Brauns to approve the April bills. Roll Call: Darrell Ropp, yes; Chris Brauns, yes; Bill Brod, yes; Jason Miller, yes; Jackie Schumacher, yes; Marina Spitzer, yes.

**Executive Session:** Darrell Ropp moved to go into executive session. Jackie Schumacher seconded the motion. Motion carried. The board went into executive session at 8:05 p.m. in accordance with 5 ILCS 120/2 c(1) and c(21).

Bill Brod moved that the board come out of executive session at 8:24 p.m. Motion seconded by Darrell Ropp. Motion carried.

Jackie Schumacher moved to approve the March Executive Session minutes. Bill Brod seconded the motion. Motion carried.

Chris Brauns moved the meeting be adjourned. Jackie Schumacher seconded the motion. Meeting adjourned at 8:25 pm.

The next meeting of the Board of Trustees will be held on Monday, May 17, 2010 at 6:30 p.m. at Julia Hull District Library, 100 Library Lane.

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Jason Miller, Secretary