

**Julia Hull District Library  
Board of Trustees**

December 21, 2009

Present: Marina Spitzer, Jackie Schumacher, Jason Miller, Warren McGhee, Bill Brod, Darrell Ropp, Chris Brauns, Director Joanna Kluever

Public: None

The meeting was called to order by President Marina Spitzer at 6:31 p.m.

**Secretary's Report:** Darrell Ropp moved the secretary's report from the November regular meeting be approved with the number of applicants changed from 55 to 58. Warren McGhee seconded the motion. Motion carried. Darrell Ropp moved to approve the November 23rd Special/Strategic Planning minutes. Bill Brod seconded the motion. Motion carried. Darrell Ropp moved to approve the December 4<sup>th</sup> Special/Strategic Planning minutes. Warren McGhee seconded the motion. Motion carried.

**Financial Report:** The financial report for December 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 November 2009 was 19.65% higher than November 2008. There are many new programs for January including a Google series and a Shape Up @ Your Library 2010 Challenge.

**Executive Session:** Bill Brod moved to go into executive session. Warren McGhee seconded the motion. Motion carried. The board went into executive session at 6:53 p.m. in accordance with 5 ILCS 120/2 c(1).

Bill Brod moved that the board come out of executive session at 7:32 p.m. Motion seconded by Darrell Ropp. Motion carried.

Bill Brod moved to approve the executive session minutes from November 16, 2009. Darrell Ropp seconded the motion. Motion carried.

**Unfinished Business:**

- a) **Library Signage:** Darrell Ropp moved to order the new library sign from Crippen Signs. Chris Brauns seconded the motion. Roll Call: Darrell Ropp, yes; Chris Brauns, yes; Bill Brod, yes; Warren McGhee, yes; Jason Miller, yes; Jackie Schumacher, yes; Marina Spitzer, yes.
- b) **Strategic Planning:** A goal of each board member contacting five people to participate in the Focus Groups scheduled for January 11<sup>th</sup> and 13<sup>th</sup> was established. A formal invitation letter will be sent by the Library Director on January 4<sup>th</sup>.
- c) **Operations Costs (Joint Library Comparisons):** A summary of the Joint Libraries in Illinois was compiled by the Library Director. A review of the information showed that Julia Hull District Library is paying twice (\$13,640.04 vs. \$6,200.00) more than the next highest joint library for operations and maintenance costs. This information will be reviewed and discussed at the next JLC meeting.

**New Business:**

- a) **New Hire (Cheryl Huff):** Darrell Ropp moved to approve the hiring of Cheryl Huff as a Library Assistant & Special Projects Coordinator. Bill Brod seconded the motion. Roll Call: Darrell Ropp, yes; Chris Brauns, yes; Bill Brod, yes; Warren McGhee, yes; Jason Miller, yes; Jackie Schumacher, yes; Marina Spitzer, yes.
- b) **Resignation (Leta Woolbright):** Jackie Schumacher moved to accept Leta Woolbright's resignation from the library effective December 17, 2009. Darrell Ropp seconded the motion. Roll Call: Darrell Ropp, yes; Chris Brauns, yes; Bill Brod, yes; Warren McGhee, yes; Jason Miller, yes; Jackie Schumacher, yes; Marina Spitzer, yes.
- c) **Appointment of FOIA, OMA, Ethics Officers:** President Marina Spitzer appointed Director Joanna Kluever and herself to serve as the library's FOIA officers, Jason Miller and Bill Brod as the library's OMA officers and Chris Brauns as the library's ethics officer as required. Darrell Ropp moved to approve the appointments. Jackie Schumacher seconded the motion. Motion carried.
- d) **School Hiring Policy & Guidelines/Library Hiring Policy & Guidelines:** Tabled until discussed at the next JLC meeting.
- e) **Landfill Update:** Based on information from the PTAB website, the landfill EAV was reduced from \$8,633,000 to \$3,321,000 for the 2003 tax year.
- f) **Job Descriptions (Revised)-Library Assistant/Aide/Page:** The revised library job descriptions were reviewed and discussed.

**Action Agenda:**

- d) **Expenditures:** A motion was made by Darrell Ropp and seconded by Bill Brod to approve the December bills. Roll Call: Darrell Ropp, yes; Chris Brauns, yes; Bill Brod, yes; Warren McGhee, yes; Jason Miller, yes; Jackie Schumacher, yes; Marina Spitzer, yes.
- e) **Executive Session Approval:** Bill Brod moved that the executive session minutes dated June 15, 2009, July 20, 2009, October 27, 2009 and November 16, 2009 remain closed. Darrell Ropp seconded the motion. Motion carried.

Chris Brauns moved the meeting be adjourned. Bill Brod seconded the motion. Meeting adjourned at 8:30 pm.

The next meeting of the Board of Trustees will be held on Monday, January 18, 2010 at 6:30 p.m. at Julia Hull District Library, 100 Library Lane.

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Jason Miller, Secretary