

**Julia Hull District Library
Board of Trustees
January 18, 2010**

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

Public: None

The meeting was called to order by President Marina Spitzer at 6:35 p.m.

Secretary's Report: Darrell Ropp moved the secretary's report from the December regular meeting be approved. Bill Brod seconded the motion. Motion carried.

Financial Report: The financial report for January 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 December 2009 was 13.38% higher than December 2008. Programming for February include a Facebook series and Valentine's Day themes. Cheryl will also introduce a new Babies and Books program on March 3rd.

Unfinished Business:

- a) **Strategic Planning:** The director will be conducting a focus group with the library staff members on January 20th. The results of all of the focus groups conducted will be reviewed at a yet to be scheduled Strategic Planning meeting.
- b) **Operations Costs:** The school board and library board presidents discussed the operations costs prior to the JLC meeting on January 12th. Based on discussions at the JLC meeting, the school district will consider reducing the operations costs to a range of \$8,000-\$10,000. The school board president will contact Board President Marina Spitzer after the January 28th school board meeting to discuss further.
- c) **Job Descriptions (Revised); Library Assistant/Aide/Page:** Warren McGhee moved to approve the revised Library Assistant, Library Aide and Library Page job descriptions as presented at the December meeting. Jackie Schumacher seconded the motion. Motion carried.
- d) **Landfill Update:** The school district has decided to appeal the PTAB decision reducing the 2003 landfill assessment.
- e) **School v. Library Hiring Policy & Guidelines:** The JLC discussed the Library District revising the school district employee policy that would pertain only to the persons working in the Joint Library and whose salaries and benefits are wholly paid by the Library District. A draft policy was presented by the Director for review.

New Business:

- a) **FOIA Updates:** The Director presented a description of the library district and guidelines for submitting FOIA requests that complies with the new FOIA rules that were enacted on January 1, 2010. Board President Marina Spitzer also presented the library board committee assignments to be included with the FOIA updates. This information will be posted on the library website as required. Marina Spitzer moved to approve the FOIA updates as an amendment to the Library FOIA policy. Bill Brod seconded the motion. Motion carried.

Action Agenda:

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

Executive Session Approval: Bill Brod moved that the executive session minutes from the December meeting be approved. Warren McGhee seconded the motion. Motion carried.

Darrell Ropp moved the meeting be adjourned. Warren McGhee seconded the motion. Meeting adjourned at 7:44 pm.

The next meeting of the Board of Trustees will be held on Monday, February 15, 2010 at 6:30 p.m. at Julia Hull District Library, 100 Library Lane.

Jason Miller, Secretary