

**Julia Hull District Library  
Board of Trustees  
November 21, 2011**

Present: Marina Spitzer, Jackie Schumacher, Jason Miller, Warren McGhee, Darrell Ropp, Sean O'Sullivan, Bill Brod; Director Joanna Kluever

Absent: None

Public: None

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

**Secretary's Report:** Darrell Ropp moved that the secretary's report from the October regular meeting be approved. Warren McGhee seconded the motion. Motion carried. Darrell Ropp moved to approve the November 3rd Policy Committee meeting minutes. Jackie Schumacher seconded the motion. Motion carried.

**Financial Report:** The financial report for November was presented, accepted, and filed. The final distribution of property tax monies were received for a total of \$244,193.62.

**Director's Report and Circulation Report:** The director's report and circulation report were presented, accepted, and filed. Overall circulation for October 2011 was 0.85% higher than October 2010. December programming includes a Holiday Festival with a visit by Mrs. Claus and Friends of the Library craft and bake sale, internet basics and holiday craft making.

The Director also reported that PrairieCat is discussing a possible cataloging system change and presented a report showing circulation and fees for all PrairieCat member libraries. The library district's PrairieCat fee is proposed to increase from \$7,800.29 for FY12 to \$8,273.90 for FY13.

**Unfinished Business:**

- a) **Review of Circulation & Fee Policies:** Tabled until the Policy Committee meets in January 2012.
- b) **Credit Card Policy:** Tabled until the Policy Committee meets in January 2012.
- c) **Disaster Plan:** Tabled until the Policy Committee meets in January 2012.
- d) **FOIA Request Form Addendum:** Jackie Schumacher moved to approve the FOIA request form addendum that addresses changes in state law regarding frequent FOIA requesters and commercial requesters. Sean O'Sullivan seconded the motion. Motion carried.

**New Business:**

- a) **Presentation of Book Gift:** Board President Marina Spitzer presented the book My Favorite Giant autographed by Peter and Angie Mayhew and Terry Naughton to be added to the library collection.
- b) **Policy Committee Update:** The Policy Committee met on November 3<sup>rd</sup> and discussed revisions to the Disaster Plan and sections 3 and 4 of the policy manual. The committee will meet in January 2012 to further discuss the policies and present recommended changes to the Board for approval.
- c) **Proposed Redevelopment Project Area, City of Rockford:** The City of Rockford is proposing to annex approximately 1,400 acres of land including 300 acres within Ogle County as part of an industrial redevelopment area. Any parcels annexed within Ogle County will be automatically de-annexed from the Library District. A hearing regarding the annexation is scheduled for December 5<sup>th</sup>.
- d) **JLC Meeting Update:** The JLC met on November 8<sup>th</sup> and discussed the Appellate Court's decision to uphold PTAB's decision to reduce the landfill's assessment. The school district is pursuing action to appeal the decision to the Supreme Court. The parking lot lights have all been fixed and the technology issues have been addressed.

**Action Agenda:**

- a) **Expenditures:** A motion was made by Darrell Ropp and seconded by Bill Brod to approve the November expenditures. Roll Call: Bill Brod, yes; Warren McGhee, yes; Sean O'Sullivan, yes; Darrell Ropp, yes; Jason Miller, yes; Jackie Schumacher, yes; Marina Spitzer, yes.
- b) **Payroll Expenditures:** Darrell Ropp moved to approve the November 25<sup>th</sup> and December 9<sup>th</sup> payrolls. Sean O'Sullivan seconded the motion. Roll Call: Bill Brod, yes; Warren McGhee, yes; Sean O'Sullivan, yes; Darrell Ropp, yes; Jason Miller, yes; Jackie Schumacher, yes; Marina Spitzer, yes.

Darrell Ropp stated that the daylilies need to be thinned out and suggested that Jay Williams and Tracy Sanderson be contacted to assist in the work. It was also suggested that extra daylilies be placed around the flag pole. Darrell will contact them to help with the landscaping work in the spring.

**Executive Session:** Sean O'Sullivan moved to go into executive session. Bill Brod seconded the motion. Motion carried. The board went into executive session at 7:53 p.m. in accordance with 5 ILCS 120/2 c(1) and c(2).

Darrell Ropp moved that the board come out of executive session at 8:06 p.m. Motion seconded by Bill Brod. Motion carried.

Darrell Ropp moved to purchase one Visa gift card for the Director and one Visa gift card for the Willings. Jackie Schumacher seconded the motion. Roll Call: Bill Brod, yes; Warren McGhee, yes; Sean O'Sullivan, yes; Darrell Ropp, yes; Jason Miller, yes; Jackie Schumacher, yes; Marina Spitzer, yes.

Darrell Ropp moved the meeting be adjourned. Jason Miller seconded the motion. Meeting adjourned at 8:08 pm.

The next meeting of the Board of Trustees will be held on Monday, December 19, 2011 at 6:30 pm at Julia Hull District Library, 100 Library Lane.

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Jason Miller, Secretary