

**Julia Hull District Library
Board of Trustees
October 17, 2011**

Levy Ordinance Public Hearing

Present: Marina Spitzer, Jason Miller, Bill Brod, Darrell Ropp, Sean O'Sullivan, Director Joanna Kluever

Absent: Jackie Schumacher, Warren McGhee

Public: None

The public hearing regarding the July 1, 2012- June 30, 2013 Levy Ordinance was called to order by President Marina Spitzer at 6:20 p.m.

There were no public comments.

Darrell Ropp moved to adjourn the public hearing. Sean O'Sullivan seconded the motion. Public Hearing adjourned at 6:35 pm.

Board of Trustees Regular Meeting

Present: Marina Spitzer, Jason Miller, Warren McGhee (arrived 6:45 pm), Darrell Ropp, Sean O'Sullivan, Bill Brod; Director Joanna Kluever

Absent: Jackie Schumacher

Public: None

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

Secretary's Report: Darrell Ropp moved that the secretary's report from the September regular meeting be approved. Sean O'Sullivan seconded the motion. Motion carried. Darrell Ropp moved to approve the October 10th Policy Committee meeting minutes. Sean O'Sullivan seconded the motion. Motion carried.

Financial Report: The financial report for October 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 September 2011 was 8.9% lower than September 2010. November programming includes computer basics, hockey story time with Hammie the Hog from the Ice Hogs and couponing. Trivia Night is also scheduled for November 18th.

Unfinished Business:

- a) **Levy Ordinance:** Bill Brod moved to approve the FY2012-2013 Levy Ordinance 11-05. Sean O'Sullivan seconded the motion. Roll Call: Bill Brod, yes; Warren McGhee, yes; Sean O'Sullivan, yes; Darrell Ropp, yes; Jason Miller, yes; Marina Spitzer, yes.
- b) **2012 Closing Dates:** Marina Spitzer moved to approve the 2012 library closing dates with the addition of December 26th. Warren McGhee seconded the motion. Motion carried.
- c) **Review of Circulation & Fee Policies:** The circulation and fee policy was discussed. The checkout limits for circulation items will be added to the policy. Specific language for three areas of the policy, lost/stolen card replacement fee, overdue materials and picking up materials for another person remains unresolved and will be discussed at a subsequent policy committee meeting.

New Business:

- a) **FOIA Request Form Addendum:** Section f was added and section g of the FOIA request form was revised to reflect current state law regarding requests by recurrent requesters and for commercial purposes. The FOIA request form addendum will be considered for approval at the November regular meeting.
- b) **Review of Credit Card Policy:** The Director presented a revised credit card policy for review. The revised policy will be considered for approval at the November regular meeting.
- c) **Holiday Party:** The holiday party is scheduled for December 9th at 6:00 pm.

- d) **JLC Meeting Update:** The JLC met on September 27th and discussed the landfill assessment appeal which is still pending with the Appellate Court, outstanding technology issues and the parking lot lights. The technology issues were addressed shortly after the meeting with new procedures for the repairs implemented by the technology staff.

Action Agenda:

- a) **Expenditures:** A motion was made by Darrell Ropp and seconded by Bill Brod to approve the October expenditures with the addition of Beth Randall and M & K Embroidery to the list. Roll Call: Bill Brod, yes; Warren McGhee, yes; Sean O'Sullivan, yes; Darrell Ropp, yes; Jason Miller, yes; Marina Spitzer, yes.
- b) **Payroll Expenditures:** Sean O'Sullivan moved to approve the October 28th and November 11th payrolls. Bill Brod seconded the motion. Roll Call: Bill Brod, yes; Warren McGhee, yes; Sean O'Sullivan, yes; Darrell Ropp, yes; Jason Miller, yes; Marina Spitzer, yes.

Darrell Ropp moved the meeting be adjourned. Warren McGhee seconded the motion. Meeting adjourned at 8:14 pm.

The next meeting of the Board of Trustees will be held on Monday, November 21, 2011 at 6:30 pm at Julia Hull District Library, 100 Library Lane.

Jason Miller, Secretary