

**Julia Hull District Library
Board of Trustees Minutes
November 21, 2022**

Present: Kelley Roganowicz, Sara Grobe, Jason Miller, Jackie Schumacher, Jeff Mickey, Karl Hall, Kathleen Bierman

Director, Joanna Kluever

Absent: None

The regular meeting was called to order by President Jason Miller at 6:34 p.m.

Public: None

Secretary's Report: October 2022 Minutes: Minutes from the month of October were read and discussed. A motion was made to approve the minutes by Sara Grobe, and seconded by Karl Hall. A vote was taken and passed unanimously.

Financial Report: The financial report for October was presented, accepted, and filed. The last tax income was received from the county, and there is a CD that will mature in December. A decision about the CD that is maturing, as well as the other CD will be made in December. The report was created by Jeff Mickey, Treasurer.

Director's Report:

- a. Shannon, the Special Projects Coordinator for Adult Services has hosted a couple of classes covering use of a Cricut machine. These classes have been well-received and will continue.
- b. There were 2 non-resident cards applied for in October.
- c. The annual Holiday Festival for kids and families will be held this year held on December 3rd in conjunction with the Friends of the Library Holiday Bazaar. This year's Bazaar will feature crafts and breakfast items.
- d. There will be a Winter Reading Challenge again for adults. Sign up in Beanstack will begin in December.
- e. Both the Library and the Friends of the Library will be decorating trees for Cardinal Community Christmas.

Unfinished Business:

New Business:

- a. **CD Renewal:** There is a CD that will mature in December. A decision about this CD was tabled until the December meeting.
- b. **Per Capita Grant:** The board discussed any changes that were made or needed in the last year, in response to the Per Capita grant application, and reviewed *Serving Our Public* 4.0. Joanna will complete and submit the application.

- c. **Annual Financial Report:** A motion was made by Sara Grobe and seconded by Jeff Mickey to approve the FY2022 Annual Financial Report. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Karl Hall: yes, Kathleen Bierman: yes), and passed unanimously.
- d. **New Coffee Maker:** A motion was made by Kelley Roganowicz and seconded by Jeff Mickey to approve the purchase of a new coffee machine for the library. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Karl Hall: yes, Kathleen Bierman: yes), and passed unanimously.
- e. **Employee Holiday Gifts:** A motion was made by Kathleen Bierman and seconded by Karl Hall to approve holiday gifts for the employees of the library. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Karl Hall: yes, Kathleen Bierman: yes), and passed unanimously.

Action Agenda:

- a. **Expenditures:** Motion was made by Sara Grobe and seconded by Jackie Schumacher to pay the November 2022 expenditures. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Karl Hall: yes, Kathleen Bierman: yes), and passed unanimously.
- b. **IRS Payment Approval:** Motion was made by Sara Grobe and seconded by Kathleen Bierman to pay the IRS for the month of November 2022. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Karl Hall: yes, Kathleen Bierman: yes), and passed unanimously.
- c. **Payroll Approval** Motion was made by Jeff Mickey and seconded by Karl Hall to pay the upcoming payroll expenditures (pay periods: November 25 & December 9, 2022). A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Karl Hall: yes, Kathleen Bierman: yes), and passed unanimously.

Kelley Roganowicz moved the meeting be adjourned; Jeff Mickey seconded the motion. A vote was taken and passed unanimously.

Meeting adjourned at 7:16 pm.

The next meeting of the Board of Trustees will be held on Monday, December 19, 2022, 6:30 pm.