

**Julia Hull District Library
Board of Trustees Minutes
June 19, 2023**

Present: Kelley Roganowicz, Sara Grobe, Jason Miller, Jackie Schumacher, Jeff Mickey, Kathleen Bierman, Donna Fruin

Director, Joanna Kluever

Absent:

The regular meeting was called to order by President Jason Miller at 6:30 p.m.

Public: None

Vacant Board Position: A motion was made by Jeff Mickey and seconded by Jackie Schumacher to appoint Donna Fruin to the open trustee position. A vote was taken and passed unanimously. Donna was administered the Oath of Office and joined the board immediately.

Secretary's Report: May 2023 Minutes: Minutes from the month of May were read and discussed. A motion was made to approve the minutes by Sara Grobe, and seconded by Jeff Mickey. A vote was taken and passed unanimously.

Executive Board Minutes: A motion was made by Kathleen Bierman and seconded by Jackie Schumacher to keep the executive board minutes from the first six months of 2023 sealed. A vote was taken and passed unanimously.

Financial Report: The financial report for May was presented, accepted, and filed. The report was created by Jeff Mickey, treasurer. The library received a large donation from the Friends of the Library, which was used to purchase the 2024 Award nominees for the juvenile section. There were also several fines paid in the month of May. The first installment of property tax income should be received in the next few weeks as well.

Director's Report:

- a. The weeding project continues in advance of the renovations coming this summer. The progress has slowed, as the clerk that is doing the weeding is only working one day a week this summer.
- b. Attendance increased from April to May, and although summer sports have begun, our circulation statistics as well as our program attendance have both stayed consistent.
- c. The library was awarded the FY 23/24 Per Capita Grant, and we are awaiting the check to be sent.
- d. Summer Reading program update: There are 91 active participants registered for the program and 144 activities have been completed.
- g. Carpeting/Remodeling Update – Re: Bid Package A: the board was presented with 3 bids to complete library renovation work. A discussion was held and a decision made to award the project to Sjostrom Construction whose bid was the most reasonable and responsive to the library's specific needs. The Board received only one bid re: Bid Package B: library reupholstery: . A discussion was held and a decision was made to award the project to the sole bidder, M&M Upholstery. The architect will continue with the process and Joanna will update the Board as the project progresses.

Unfinished Business:

None

New Business:

- a. **Recommendation to hire – Celia Loeffelholz:** The Board received a recommendation to hire Celia Loeffelholz to the position of Library Clerk. A motion was made by Jeff Mickey and seconded by Kathleen Bierman to hire Celia. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes, Donna Fruin: yes), and passed unanimously.
- b. **FY 2023/24 Meeting Dates (Ordinance 23-01):** A motion was made by Jeff Mickey and seconded by Sara Grobe to approve the meeting dates for the Fiscal Year 2023/24. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes, Donna Fruin: yes), and passed unanimously.
- c. **Proposed Bid Package A:** A motion was made by Kelley Roganowicz and seconded by Sara Grobe to award Bid Package A to Sjostrom Construction with the understanding that additional votes and decisions may be needed based on what is found when demolition begins. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes, Donna Fruin: yes), and passed unanimously.
- D. **Proposed Bid Package B:** A motion was made by Kathleen Bierman and seconded by Jeff Mickey to award Bid Package B to M & M Upholstery. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes, Donna Fruin: yes), and passed unanimously.
- E. **Director's Salary:** A motion was made by Sara Grobe and seconded by Jeff Mickey to increase the Director's salary by 5% for the FY 2023/24. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes, Donna Fruin: yes), and passed unanimously.

Action Agenda:

- a. **Expenditures:** Motion was made by Jeff Mickey and seconded by Jackie Schumacher to pay the June 2023 expenditures. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes, Donna Fruin: yes), and passed unanimously.
- b. **IRS Payment Approval:** Motion was made by Sara Grobe and seconded by Jeff Mickey to pay the IRS for the month of June 2023. A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes, Donna Fruin: yes), and passed unanimously.
- c. **Payroll Approval** Motion was made by Jeff Mickey and seconded by Donna Fruin to pay the upcoming payroll expenditures (pay periods: June 23 and July 7, 2023). A vote was taken by roll call (Sara Grobe: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes, Donna Fruin: 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 7:55 pm.

The next meeting of the Board of Trustees will be held on Monday, July 17, 2023, 6:30 pm.