

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

Present: Kelley Roganowicz, Sara Grobe, Karl Hall, Jason Miller, Jackie Schumacher, Kathleen Bierman, Jeff Mickey (arrived at 6:48 pm)

Director, Joanna Kluever

Absent: None

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

Public: None

New Board Member: Kathleen Bierman took the oath of office and filled the open trustee position.

Secretary's Report:

- a. **February 2022 Minutes:** Minutes from the month of February 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.

- b. **Financial Report:** The financial report for February was presented, accepted, and filed. There is a CD that will mature on Friday, and there was a motion made to allow the CD to mature and roll over to another 18-month term. The motion was made by Jeff Mickey and seconded by Karl Hall. A vote was taken by roll call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes), and passed unanimously. The report was created by Jeff Mickey, treasurer.

Director's Report:

- a. The library staff continues their weeding project. Adult Fiction and Picture Books have been completed and they are now working on the Music CDs.
- b. Leslie Goddard will be returning for an in-person program in August. She will be representing Julia Child.
- c. The newest clerk that was hired began training last week.
- d. The new community computers have arrived and the technology department is planning to install them during Spring Break (next week).
- e. The portal for the OMA training is still not able to be accessed. There is no estimated date that it will be in service again.
- f. Many programs are still being offered online, although curbside pickup dropped to only one customer during the month of February.
- g. The design for the Summer Reading program t-shirt was shared. The kick-off event will be on May 26, and will include a program from Smarty Pants. There will also be a mid-summer celebration with Super Stolie. Beanstack will be used for participants to log their activities.

Unfinished Business: None.

New Business:

- a. **May Meeting Time:** Joanna requested that we move the May meeting time to accommodate a concert that the library will be hosting on the same night. A motion was made by Kelley Roganowicz, and seconded by Jeff Mickey to move the time to 5:30 pm on May 16. A vote was taken and passed unanimously.
- b. **Special Projects Coordinator:** Joanna made a proposal to split the current Special Project Coordinator position into 2 separate positions: one focusing on Adult Services; the other on Youth Services. A motion was made by Karl Hall, and seconded by Kelley Roganowicz to accept revised Job Descriptions, as presented, split the Special Project Coordinator into 2 positions, and to promote current employee, Shannon Fitzgerald, to fill the Special Projects Coordinator— Adult Services position in a full-time capacity. A vote was taken by roll call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes), and passed unanimously. This position will not be filled until May, when the employee completes her Bachelor's Degree.

Action Agenda:

- a. **Expenditures:** Motion was made by Sara Grobe and seconded by Jeff Mickey to pay the March 2022 expenditures A vote was taken by roll call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes), and passed unanimously.
- b. **IRS Payment Approval:** Motion was made by Jeff Mickey and seconded by Jackie Schumacher to pay the IRS for the month of March 2022. A vote was taken by roll call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes), and passed unanimously.
- c. **Payroll Approval** Motion was made by Jeff Mickey and seconded by Jackie Schumacher to pay the upcoming payroll expenditures (pay periods: April 1 & April 15, 2022). A vote was taken by roll call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Jason Miller: yes, Kathleen Bierman: yes), and passed unanimously.

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

Meeting adjourned at 7:24 pm.

The next meeting of the Board of Trustees will be held on Monday, April 18, 2022, 6:30 pm.