

**Julia Hull District Library  
Board of Trustees Minutes  
November 17, 2025**

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

Director, Joanna Kluever

Absent: Terri Fritz

**The regular meeting was called to order by President Jason Miller at 6:35 p.m.**

**Public:** None

**Secretary's Report: October 2025 Minutes:** Minutes from the month of October were read and discussed. A motion was made to approve the minutes by Donna Fruin, and seconded by Jeff Mickey. A vote was taken and passed unanimously.

**Financial Report:** The financial report for November was presented, accepted, and filed. The report was created by Jeff Mickey, treasurer. There was a small deposit of tax income, as well as two additional non-resident library cards.

**Director's Report:**

- a. There was a large number of additions to the catalog this month, due to the closing of Baker & Taylor (the library's primary vendor) and the need to move all backordered items to a new vendor.
- b. Circulation statistics increased from last month, as well as from last year at this time.
- c. Attendance at programs continues to be robust, especially outreach programs at the local preschool and daycare centers.
- d. The new app for online materials is expected to be ready for use in December. Our current holdings are being added to the platform, as well as new materials.
- e. Joanna attended a webinar through RAILS to learn about the use of NARCAN and how to access it. She will be utilizing the same training for the rest of the staff, and has requested NARCAN to have in the library.

**Unfinished Business:**

**New Business:**

- a. **Annual Financial Report:** Motion was made by Jeff Mickey and seconded by Kathleen Bierman to approve the Annual Financial Report. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Donna Fruin: yes, Jeff Mickey: yes, Kathleen Bierman: yes, Sara Grobe: yes), and passed unanimously.
- b. **Employee Holiday Gifts:** Motion was made by Kelley Roganowicz and seconded by Sara Grobe to give the employees holiday gifts. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Donna Fruin: yes, Jeff Mickey: yes, Kathleen Bierman: yes, Sara Grobe: yes), and passed unanimously.

**Action Agenda:**

- a. **Expenditures:** Motion was made by Jeff Mickey and seconded by Donna Fruin to pay the November 2025 expenditures. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Donna Fruin: yes, Jeff Mickey: yes, Kathleen Bierman: yes, Sara Grobe: yes), and passed unanimously.
- b. **IRS Payment Approval:** Motion was made by Jeff Mickey and seconded by Kathleen Bierman to pay the IRS for the month of October 2025. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Donna Fruin: yes, Jeff Mickey: yes, Kathleen Bierman: yes, Sara Grobe: 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: November 21, December 5). A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Donna Fruin: yes, Jeff Mickey: yes, Kathleen Bierman: yes, Sara Grobe: yes), and passed unanimously.

**Kathleen Bierman moved the meeting to be adjourned; Jeff Mickey seconded the motion.** A vote was taken and passed unanimously.

**Meeting adjourned at 7:03 pm.**

The next meeting of the Board of Trustees will be held on Monday, December 15, 2025, 6:30 pm.