

**Julia Hull District Library
Board of Trustees Minutes
December 18, 2023**

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

Absent:

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

Public: None

Secretary's Report: November 2023 Minutes: Minutes from the month of November were read and discussed. A motion was made to approve the minutes by Kathleen Bierman, and seconded by Donna Fruin. A vote was taken and passed unanimously.

Executive Board Minutes: A motion was made by Sara Grobe and seconded by Donna Fruin to keep the executive board minutes from the second six months of 2023 sealed. 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. Discussion ensued regarding the two checking accounts, and the small amount of interest that we've accumulated. Jeff will continue to talk with Stillman Bank about the best choice for us, but the current plan is to combine the two accounts into one larger account that has a higher percentage rate of interest. A motion was made by Sara Grobe and seconded by Kathleen Bierman to transfer the money in the "High Yield Account" to a Money Market account with a higher interest rate, and close the previous high yield account. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Kathleen Bierman: yes, Sara Grobe: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Donna Fruin: yes), and passed unanimously.

Director's Report:

- a. The weeding project continues in the Adult Fiction section of the library.
- B. Attendance in the library in general increased over October, as well as November 2022, and programs continue to be popular, especially Toddler Time, which has become a monthly event.
- c. Renovation - There are repairs that need to be made to the drawers behind the circulation desk, which should happen in January. A new layer of laminate will also be laid on top of the counter, once the materials are received. There should be no interruption to the checkout process or other public services during these repairs.
- D. The Winter Program Guide has been printed and handed out at both elementary schools. There are programs and events for patrons of all ages.
- E. Annual reports are complete and ready to be submitted, after notarization.

Unfinished Business:

- a. **Young Adult Shelving Quote** - A motion was made by Kathleen Bierman and seconded by Kelley Roganowicz to purchase 10 curved shelves from DEMCO for a total of \$24,139.50 to add into the Young Adult Space. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Kathleen Bierman: yes, Sara Grobe: yes, Jeff Mickey:

yes, Jackie Schumacher: yes, Donna Fruin: yes), and passed unanimously.

- b. **Policy Update** - A motion was made by Sara Grobe and seconded by Jeff Mickey to approve the changes to the Employment Handbook Policies, according to new rules and regulations from the State of Illinois that will go into effect as of January 1, 2024. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Kathleen Bierman: yes, Sara Grobe: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Donna Fruin: yes), and passed unanimously.
- c. **Annual Financial Report** - A motion was made by Sara Grobe and seconded by Jeff Mickey to approve the Annual Financial Report for the library. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Kathleen Bierman: yes, Sara Grobe: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Donna Fruin: yes), and passed unanimously.

New Business: None.

Action Agenda:

- a. **Expenditures:** Motion was made by Jeff Mickey and seconded by Sara Grobe to pay the December 2023 expenditures. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Kathleen Bierman: yes, Sara Grobe: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Donna Fruin: yes), and passed unanimously.
- b. **IRS Payment Approval:** Motion was made by Jeff Mickey and seconded by Sara Grobe to pay the IRS for the month of December 2023. A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Kathleen Bierman: yes, Sara Grobe: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Donna Fruin: 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: October 27, and November 10, 2023). A vote was taken by roll call (Kelley Roganowicz: yes, Jason Miller: yes, Kathleen Bierman: yes, Sara Grobe: yes, Jeff Mickey: yes, Jackie Schumacher: yes, Donna Fruin: yes), and passed unanimously.

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

Meeting adjourned at 7:37 pm.

The next meeting of the Board of Trustees will be held on Monday, January 15, 2024, 6:30 pm.