

**Julia Hull District Library
Board of Trustees Minutes
November 20, 2023**

Present: Donna Fruin, Jason Miller, Kathleen Bierman, Jackie Schumacher

Director, Joanna Kluever

Absent: Jeff Mickey, Sara Grobe, Kelley Roganowicz

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

Public: None

Secretary's Report: October 2023 Minutes: Minutes from the month of October 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.

Financial Report: The financial report for October was presented, accepted, and filed. The report was created by Jeff Mickey, Treasurer. A discussion was held regarding the low 0.1% interest rate on the library's "high-yield" account. The Treasurer will investigate options re: accounts with higher interest rates for next month's regular meeting.

Director's Report:

- a. The library hosted its second annual Trick-or-Treat at the library on Halloween night, and served 55 trick-or-treaters—up from the previous year.
- b. Carpeting/Remodeling Update – Upon final punch-list, multiple areas of the circulation desk area were deemed unacceptable by Studio GWA. Sjostrom has since brought Pierce Lamine (who have over 40 years of experience) to remedy the indicated problems.
- c. Illinois Public Library Internet Survey and the Annual Report of Receipts & Disbursements have both been submitted.
- d. Form 470 for FY2024 E-Rate Services has been submitted.
- e. The library is once-again registered to participate in the Cardinal Community Christmas tree decorating contest.

New Business:

- a. **Young Adult Shelving:** Young adult shelving is averaging \$20K for new. Joanna is waiting on receipt of all quotes and will present a final submission at the December 2023 regular meeting. Issue tabled until then.
- b. **Policy Review/Updates**
 - a. **Collection Development Policy:** A motion was made by Kathleen Bierman and seconded by Jason Miller to accept updates to the Collection Development Policy. The motion passed unanimously.
 - b. **Collection Maintenance & Deselection Policy:** A motion was made by Kathleen Bierman and seconded by Donna Fruin to accept the updates to the Collection Maintenance & Deselection Policy. The motion passed unanimously.
 - c. **Patron Statement of Concern:** A motion was made by Donna Fruin and seconded by Kathleen Bierman to accept the updates to the Patron Statement of Concern (replacing the existing *Request for Reconsideration* form). The motion passed unanimously.

- d. **Social Media Code of Conduct:** A motion was made by Jackie Schumacher and seconded by Donna Fruin to accept the new Social Media Code of Conduct policy. The motion passed unanimously.
- e. **Employment Handbook:** Still under review with the library attorney. Tabled until the regular December Board of Trustees meeting.
- c. **FY24 ISL Per Capita Grant Discussion Items:**
 - a. The Board reviewed the most current edition of *Serving Our Public* as required by the FY2024 Illinois State Library Per Capita Grant. Discussion items included the library's renovation, policy updates, community outreach, and the continuation of programs and services during the library's renovation.
 - d. **Employee Holiday Gifts:** A motion was made by Kathleen Bierman and seconded by Donna Fruin to approve holiday gifts for regular part-time and full-time employees of the library. A vote was taken by roll call (Jason Miller: yes, Kathleen Bierman: yes, Donna Fruin: yes, Jackie Schumacher: yes) and passed unanimously.

Unfinished Business: None.

Action Agenda:

- a. **Expenditures:** Motion was made by Jason Miller and seconded by Jackie Schumacher to pay the November 2023 expenditures. A vote was taken by roll call (Jason Miller: yes, Kathleen Bierman: yes, Jackie Schumacher: yes, Donna Fruin: yes) and passed unanimously.
- b. **IRS Payment Approval:** Motion was made by Jason Miller and seconded by Jackie Schumacher to pay the IRS for the month of November 2023. A vote was taken by roll call (Jason Miller: yes, Kathleen Bierman: yes, Jackie Schumacher: yes, Donna Fruin: yes) and passed unanimously.
- c. **Payroll Approval** Motion was made by Jason Miller and seconded by Jackie Schumacher to pay the upcoming payroll expenditures (pay periods: November 24 and December 8, 2023). A vote was taken by roll call (Jason Miller: yes, Kathleen Bierman: yes, Jackie Schumacher: yes, Donna Fruin: yes) and passed unanimously.

Donna Fruin moved the meeting be adjourned; Jason Miller seconded the motion. A vote was taken and passed unanimously.

Meeting adjourned at 7:06 pm.

The next meeting of the Board of Trustees will be held on Monday, December 18, 2023, 6:30 pm.