

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

Present: Kelley Roganowicz, Sara Grobe, Jason Miller, Jackie Schumacher, Jeff Mickey, Kathleen Bierman, Karl Hall

Director, Joanna Kluever

Absent:

**The regular meeting was called to order by President Jason Miller at 6:33 p.m.**

Public: None

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

**Financial Report:** The financial report for January was presented, accepted, and filed. The report was created by Jeff Mickey, treasurer.

**Director's Report:**

- a. Attendance at programs and visits to the library continue to show signs of increase. The puzzle in the community room also has drawn many patrons.
- b. The new Program Guide (Spring 2023) has been printed and delivered to students at Highland and Monroe Center Elementary Schools.
- c. The Winter Reading Challenge for Adults is almost over. As of the meeting date, there were 36 active participants with over 400 books read and 69 completed activities.
- d. Costume Character Storytime – Valley Covenant preschool and the kindergarten and first grade students at Highland will be coming for storytime this week. There will also be another opportunity to see the character on Saturday.
- e. The summer reading program for 2023 theme has been chosen, and Joanna is working with the designer for the new logo.
- f. Carpeting/Remodeling Update – Joanna has requested information from other libraries in our area that have either just finished a renovation, or renovation is still in-progress. She has also spoken with Dr. Caposey, who was supportive of the project. Next, she will talk with an architect that can help to find samples of flooring as well as manage the bid process for the library. Updates will follow at next month's meeting.

**Unfinished Business:** None

**New Business:**

- a. Employment Handbook Review:** A motion was made by Karl Hall and seconded by Kathleen Bierman to adopt new language in the Employment Handbook that allows for Full-Time employees to be paid, even if the library has to close due to an emergency. 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, Karl Hall: yes), and passed unanimously.
- b. Policy Review:** A motion was made by Karl Hall and seconded by Sara Grobe to adopt new language in the policy manual to match the language in the Employment Handbook re: pay for Full-Time employees on emergency closure days. 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, Karl Hall: yes), and passed unanimously.
- c. Resolution 23-01 – Supporting the Mission of the Library.** A motion was made by Jeff Mickey and seconded by Sara Grobe to adopt a resolution to support the Mission of the Julia Hull District Library. 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, Karl Hall: yes), and passed unanimously.

**Action Agenda:**

- a. Expenditures:** Motion was made by Karl Hall and seconded by Jeff Mickey to pay the February 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, Karl Hall: 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 February 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, Karl Hall: yes), and passed unanimously.
- c. Payroll Approval** Motion was made by Jeff Mickey and seconded by Karl Hall to pay the upcoming payroll expenditures (pay periods: March 3 and March 17, 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, Karl Hall: 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 7:15 pm.**

The next meeting of the Board of Trustees will be held on Monday, March 20, 2023, 6:30 pm.