

**Julia Hull District Library
Board of Trustees Minutes
November 15, 2021**

Present: Kelley Roganowicz, Sara Grobe, Jackie Schumacher, Karl Hall, Jason Miller, Karen Marsh

Director, Joanna Kluever

Absent: Jeff Mickey

The regular meeting was called to order by President Jason Miller at 6:32 p.m.

Public: None

Secretary's Report:

- a. **October 2021 Minutes:** Minutes from the month of October were read and discussed. A motion was made to approve the minutes by Karl Hall, and seconded by Sara Grobe. A vote was taken and passed unanimously.

Financial Report: The financial report for October was presented, accepted, and filed. The library has received another small amount of money due from taxes. There is also a CD that will mature in December. A decision will be made on the future of the CD when interest rates have been investigated. The report was created by Jeff Mickey, Treasurer.

Director's Report:

- a. The final surplus money from FY20/21 has been spent.
- b. The paperwork for the Per Capita Grant, the Illinois Annual Financial Report and the Annual Report of Receipts and Disbursements are in progress.
- c. 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.
- d. The Annual Holiday Festival is being done in a hybrid fashion this year. There will be activities at the library, as well as activities to take home, and patrons are being asked to pre-register for the event to avoid overcrowding.
- e. The library staff is continuing to work on a large weeding project in the Adult Fiction section.

Unfinished Business:

None.

New Business:

- a. **FY 2021 Annual Financial Report** – There was a motion made by Karl Hall, seconded by Karen Marsh to approve the FY 2021 Annual Financial Report. A vote was taken by Roll Call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jackie Schumacher: yes, Jason Miller: yes, Karen Marsh: yes), and passed unanimously.

b. Per Capita Grant Review –

1. There was discussion about *Serving Our Public 4.0* and its implementation in the library
2. There was a motion made by Kelley Roganowicz, and seconded by Karen Marsh to approve the New Trustee Orientation policy. A vote was taken by Roll Call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jackie Schumacher: yes, Jason Miller: yes, Karen Marsh: yes), and passed unanimously.
3. There was a motion made by Karl Hall, and seconded by Sara Grobe to approve the New Trustee Sample Welcome Letter. A vote was taken by Roll Call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jackie Schumacher: yes, Jason Miller: yes, Karen Marsh: yes), and passed unanimously.

c. Employee Holiday Gifts:

- a. A discussion was held and a motion made by Kelley Roganowicz, and seconded by Sara Grobe to approve holiday gifts for each clerk. A vote was taken by Roll Call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jackie Schumacher: yes, Jason Miller: yes, Karen Marsh: yes), and passed unanimously. A second motion made by Kelley Roganowicz, and seconded by Karl Hall, was to approve a holiday gift for the Library Director. A vote was taken by Roll Call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jackie Schumacher: yes, Jason Miller: yes, Karen Marsh: yes), and passed unanimously.

Action Agenda:

- a. **Expenditures:** Motion was made by Sara Grobe and seconded by Kelley Roganowicz to pay the November 2021 expenditures. A vote was taken by Roll Call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jackie Schumacher: yes, Jason Miller: yes, Karen Marsh: yes), and passed unanimously.
- b. **IRS Payment Approval:** Motion was made by Karl Hall and seconded by Kelley Roganowicz to pay the IRS for the month of November 2021. A vote was taken by Roll Call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jackie Schumacher: yes, Jason Miller: yes, Karen Marsh: yes), and passed unanimously.
- c. **Payroll Approval:** Motion was made by Sara Grobe and seconded by Kelley Roganowicz to pay the upcoming payroll expenditures (pay periods: November 26 & December 10). A vote was taken by Roll Call (Sara Grobe: yes, Karl Hall: yes, Kelley Roganowicz: yes, Jackie Schumacher: yes, Jason Miller: yes, Karen Marsh: yes), and passed unanimously.

Kelley Roganowicz moved the meeting be adjourned; Jackie Schumacher seconded the motion.

Meeting adjourned at 7:28 pm.

The next meeting of the Board of Trustees will be held on Monday, December 20, 2021, 6:30 pm.