

**Julia Hull District Library  
Board of Trustees Minutes  
October 21, 2019**

Present: Jason Miller, Kelley Roganowicz, Jeff Mickey, Emily Beach, Sara Grobe, and Director, Joanna Kluever

Absent: Jackie Schumacher, Karl Hall

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

Public: None

**Secretary's Report:** Minutes from the month of September were read and discussed. A motion was made to approve the minutes by Kelley Roganowicz, and seconded by Emily Beach. A vote was taken by Roll Call (Sara Grobe: yes, Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: yes, Emily Beach: yes), and passed unanimously.

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

**Director's Report:** The director's report and circulation report were presented, accepted, and filed. Programming for the month of November includes Adult Book Club discussing Mary Beth Keane's Ask Again, Yes, and the Young Critics Club choice of Noisy Paint Box, written by Barb Rosenstock. November programming also includes adult craft night, teen game night, Eric Carle Collage making, and holiday cards and gift tag making. Friday, November 8<sup>th</sup> Friends of the Library are hosting a space-themed Trivia Night fundraiser. Library staff are participating in a 1-hour online workshop entitle "Branding Your Organizational Culture"; training will benefit the staff as well as tie-in to the library re-branding project which starts the first week of November.

**Unfinished Business:** Thank you to everyone who volunteered with the building of the parade float and walked in the parade for the Stillman Fall Festival. The Julia Hull District Library float won second place.

**New Business:**

- a) **FY2020/21 Levy Ordinance (19-04):** Ordinance 19-04 was reviewed and discussed. A motion was made to approve the ordinance by Kelley Roganowicz, and seconded by Jeff Mickey. A vote was taken by Roll Call (Sara Grobe: yes, Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: yes, Emily Beach: yes), and passed unanimously.
- b) **2020 Library Closures:** The board reviewed the 2020 Library closures. A motion was made to approve the list by Jeff Mickey and seconded by Sara Grobe. A vote was taken by Roll Call (Sara Grobe: yes, Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: yes, Emily Beach: yes), and passed unanimously.
- c) **Disaster Plan Annual Review:** A motion was made to approve updates to the Disaster Plan by Jeff Mickey and seconded by Kelley Roganowicz. A vote was taken by Roll Call (Sara Grobe: yes,

Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: yes, Emily Beach: yes), and passed unanimously.

- d) **FOIA Description of the Public Body:** Updates to the FOIA Description of the Public Body were reviewed and a motion was made to approve by Kelley Roganowicz and seconded by Emily Beach. A vote was taken by Roll Call (Sara Grobe: yes, Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: yes, Emily Beach: yes), and passed unanimously.
- e) **Per Capita Grant Items Review:** As per the FY2020 Per Capita Grant application, the Board of Trustees reviewed and discussed the following items: Chapter 3: Personnel of Serving Our Public 3.0: Standards for Illinois Public Libraries; and Chapters 11-14 of the Trustee Facts File. The Board also discussed the Illinois Digital Archives (IDA) and the Digital Public Library of America (DPLA) in relation to local history.

**Action Agenda:**

- a) **IRS Payment Approval:** A motion was made by Jeff Mickey and seconded by Sara Grobe to pay the IRS for the month of November 2019. A vote was taken by Roll Call (Sara Grobe: yes, Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: yes, Emily Beach: yes), and passed unanimously.
- b) **Payroll Approval:** Motion made by Jeff Mickey and seconded by Kelley Roganowicz to pay the November 2019 payroll expenditures (pay periods November 1 and November 15). A vote was taken by Roll Call (Sara Grobe: yes, Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: yes, Emily Beach: yes), and passed unanimously.

Jason Miller moved the meeting be adjourned; Emily Beach seconded the motion. Meeting adjourned at 7:35pm.

The next meeting of the Board of Trustees will be held on Monday, November 18, 2019, 6:30 pm at Julia Hull District Library, 100 Library Lane.

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Emily Beach, Secretary