

**Julia Hull District Library
Board of Trustees Minutes
November 16, 2020**

Present: Jason Miller, Kelley Roganowicz, Jeff Mickey, Jackie Schumacher, Karl Hall, Sara Grobe, and Director, Joanna Kluever

Absent: Emily Beach

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

Public: None

Secretary's Report:

- a) **October 2020 Minutes:** Minutes from the month of October were read and discussed.

Financial Report: The financial report for October was presented, accepted, and filed. There was also a correction to the September report. The October report included a 2-month bill from the school district. The report was created by Jeff Mickey, Treasurer.

Director's Report:

- a. The Director's report and circulation report were presented, accepted, and filed. The library is currently not taking in very much revenue from patrons. The October programs were successful, and the participation numbers continue to increase each month. Online circulation is also increased month after month. The Holiday Festival will be online this year, and families can pick up their kits curbside. There will also be a photo booth for the families to take a picture, that can also be outside.
- b. Weeding continues to happen throughout sections of the library. Director Joanna Kluever also shared that she has begun the application process for the E-Rate paperwork for the next Fiscal Year.
- c. COVID-19 related staffing issues continue.
- d. November library hours have been expanded, but the OCHD has recently recommended that county school districts consider going fully remote from Thanksgiving through mid-January. MCUSD hasn't made a decision regarding this recommendation, but Joanna has worked to prepare the library for a return to curbside pickup only, if a decision is made to return to remote learning.

New Business:

- a. **FY 19/20 Surplus Funds:** There was a surplus from the previous fiscal year, but it had already been transferred into our operating funds for the current fiscal year.
- b. **FY2020 Annual Financial Report:** Joanna is still working to complete this. COVID-19 related staffing issues have prevented her from finishing.
- c. **Employee Holiday Gifts:** A discussion was held and a motion was made by Kelley Roganowicz and seconded by Jackie Schumacher to approve Holiday gifts for each clerk, and the Library

Director. A vote was taken by Roll Call (Jackie Schumacher: yes, Karl Hall: yes, Sara Grobe: yes, Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: yes), and passed unanimously.

Action Agenda:

- a) **Expenditures:** Motion was made by Jeff Mickey and seconded by Sara Grobe to pay the November 2020 expenditures. A vote was taken by Roll Call (Jackie Schumacher: yes, Karl Hall: yes, Sara Grobe: yes, Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: 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 December 2020 A vote was taken by Roll Call (Jackie Schumacher: yes, Karl Hall: yes, Sara Grobe: yes, Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: 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 November 27 and December 11). A vote was taken by Roll Call (Jackie Schumacher: yes, Karl Hall: yes, Sara Grobe: yes, Jeff Mickey: yes, Jason Miller: yes, Kelley Roganowicz: yes), and passed unanimously.

Kelley Roganowicz moved the meeting be adjourned; Jeff Mickey seconded the motion. Meeting adjourned at 7:02pm.

The next meeting of the Board of Trustees will be held on Monday, December 21, 2020, 6:30 pm via Zoom.