

**Julia Hull District Library  
Board of Trustees Minutes  
May 18, 2020**

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

Absent: None

**The regular meeting was called to order by President Jason Miller at 5:32 p.m. Meeting held virtually through public conference website Zoom.**

Public: None

**Secretary's Report:**

- a. Minutes from the month of April were read and discussed. A motion was made to approve the minutes by Sara Grobe, and seconded by Jeff Mickey. A vote was taken by Roll Call (Jeff Mickey: yes, Jason Miller: yes, Jackie Schumacher: yes, Sara Grobe: yes, Kelley Roganowicz: yes, Karl Hall: yes, Emily Beach: yes), and passed unanimously.

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

**Director's Report:**

- a. The director's report and circulation report were presented, accepted, and filed. Circulation stats are showing nearly 100 active users accessing digital materials; many users have been added to the digital platform.
- b. Regarding library materials: no fines are accruing at the moment, and due dates have been pushed back a this time until the end of June. All library cards have been automatically renewed to July 1.
- c. In response to COVID-19, regular in-person programming has been conducted viz Zoom: adult book clubs, craft nights, weekly storytime, and guest speakers. The library has also been providing regular passive programming in the form of prerecorded videos for things like crafts and other how-tos.
- d. Summer Reading 2020 will be primarily virtual, but once curbside pick up starts there will be activities and crafts for families to pick up and complete at home.

**New Business:**

- a. **Non-Resident Fee Renewal (action):** A motion was made to continue using the tax bill method for all non-resident library cards by Karl Hall, and seconded by Jeff Mickey. A vote was taken by Roll Call (Jeff Mickey: yes, Jason Miller: yes, Jackie Schumacher: yes, Sara Grobe: yes, Kelley Roganowicz: yes, Karl Hall: yes, Emily Beach: yes), and passed unanimously.
- b. **Tax Computation Report Review:** No revisions are needed, and Joanna has created a draft for next year's B&A. The board has the ability to amend the plan next year if needed.

**New Business (Continued):**

- c. **Library Re-Opening Plan (action):** At this time, Phase 1 of the re-opening plan includes the book drop opening after Memorial Day. The current guidelines show that materials should be quarantined for 7 days, and will not be checked back into the system until the 7 days has passed. This will slow down the timeline for holds and material check-out. Phase 2 is aimed for the beginning for June. Phase 2 includes curbside pickup, as well as the summer reading program packet pickup. Pickup times will be limited to a select number of days of the week to conserve PPE. Phase 3 follows, and would include the return of interlibrary loans. Phases 4 and 5—along with the opening of the library to the public—will depend on state and local guidelines. A motion was made by Jeff Mickey to approve the current re-opening plan, and was seconded by Karl Hall. A vote was taken by Roll Call (Jeff Mickey: yes, Jason Miller: yes, Jackie Schumacher: yes, Sara Grobe: yes, Kelley Roganowicz: yes, Karl Hall: yes, Emily Beach: yes), and passed unanimously.

**Action Agenda:**

- a) **Expenditures:** Motion was made by Jeff Mickey and seconded by Karl Hall to pay the May 2020 expenditures. A vote was taken by Roll Call (Jeff Mickey: yes, Jason Miller: yes, Sara Grobe: yes, Kelley Roganowicz: yes, Karl Hall: yes, Emily Beach: yes), and passed unanimously.
- b) **IRS Payment Approval:** Motion was made by Jeff Mickey and seconded by Karl Hall to pay the IRS for the month of May. A vote was taken by Roll Call (Jeff Mickey: yes, Jason Miller: yes, Sara Grobe: yes, Kelley Roganowicz: yes, Karl Hall: yes, Emily Beach: yes), and passed unanimously.
- c) **Payroll Approval:** Motion was made by Jeff Mickey and seconded by Sara Grobe to pay the upcoming payroll expenditures (pay periods May 29; June 12). A vote was taken by Roll Call (Jeff Mickey: yes, Jason Miller: yes, Sara Grobe: yes, Kelley Roganowicz: yes, Karl Hall: yes, Emily Beach: yes), and passed unanimously.

**Karl Hall moved the meeting be adjourned; Jeff Mickey seconded the motion. Meeting adjourned at 6:22 pm.**

The next meeting of the Board of Trustees will be held on Monday, June 15, 2020, 6:30 pm at Julia Hull District Library, 100 Library Lane.