

**Julia Hull District Library
Board of Trustees Minutes
April 20, 2020**

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

Absent: Jackie Schumacher

The regular meeting was called to order by President Jason Miller at 6:32 p.m. Meeting held virtually through public conference website Zoom (Meeting ID: 409 223 784).

Public: None

Secretary's Report:

- a) Minutes from the month of February were read and discussed. A motion was made to approve the minutes by Kelley Roganowicz, and seconded by Jeff Mickey. 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.

Financial Report: The financial report for March 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. The library is shifting to purchasing more digital-based materials, some of which were already available to patrons through eRead Illinois and RB Digital. Additionally, library staff have been available to provide reference services to patrons via e-mail and through social media, and regular programming has been migrated to online formats including pre-recorded videos and Zoom.
- b. In response to COVID-19, all materials are now due 5/29, and patron cards that were set to expire have been extended to 6/01. Working on guidelines for safe handling of materials and tentative re-opening procedures.

New Business:

- a. **Statements of Economic Interest:** Will still need to be signed by board members, and submitted by mail
- b. **Reimbursement Policy:** Staff reimbursement policy updated with "Computer, Internet & Cell Phone Use" addendum in compliance with the Wage Payment & Collection Act. This addendum reimburses staff members in the amount of \$15.00 per month—to be added directly to their paycheck—for the cost of using their personal devices and equipment in the course of conducting Library business (as per Illinois Statute).

New Business (Continued):

- c. **May 18, 2020 Scheduled Meeting Time:** To accommodate a previously scheduled program, the scheduled May board meeting time is proposed to change from 6:30 to 5:30. A motion was made to approve changing the May 18, 2020 meeting time to 5:30 by Kelley Roganowicz, and seconded by Jeff Mickey. 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.

Action Agenda:

- a) **Expenditures:** Motion was made by Jeff Mickey and seconded by Emily Beach to pay the March 2020 and April 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 Sara Grobe to pay the IRS for the month of April. 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 Emily Beach to pay the upcoming payroll expenditures (pay periods March 20; April 3; April 17; May 1; May 15). 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.

Kelley Roganowicz moved the meeting be adjourned; Karl Hall seconded the motion. Meeting adjourned at 7:06pm.

The next meeting of the Board of Trustees will be held on Monday, May 18, 2020, 5:30 pm at Julia Hull District Library, 100 Library Lane.