

**Julia Hull District Library  
Board of Trustees Minutes  
September 21, 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 6:34 p.m. Meeting held virtually through public-conference website Zoom.**

Public: None

**Secretary's Report:**

- a. Minutes from the month of August were read and discussed. A motion was made to approve the minutes 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.

**Financial Report:**

- a. The August financial report was presented, accepted, and filed. The report was created by Jeff Mickey, treasurer.

**Director's Report:**

- a. Custom-fit plexiglass installed surrounding the circulation desk in compliance with reopening procedures. Signs on the doors and throughout the library remind patrons of mask policy within the building along with maintaining 6-foot social distance.
- b. Staff members have continued hosting programs electronically via Zoom including adult and teen crafts and book club.
- c. Curb-side pickup still available to library patrons in addition to browsing inside.

**New Business:**

- a. **FY19/20 Surplus Funds:** Tabled
- b. **CD Investment Maturation:** Motion was made by Kelley Roganowicz and seconded by Jeff Mickey to reinvest funds in an 18-month certificate of deposit at Stillman Bank. 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.
- c. **Employee Travel Directive:** The employee travel directive will be on hold until the school board issues an official travel directive for school employees.
- d. **Wages:** Motion was made by Jeff Mickey and seconded by Sara Grobe for a 5% increase for library Director Joanna Kluever. 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 Emily Beach to pay the September 2020 expenditures. 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. **IRS Payment Approval:** Motion was made by Jeff Mickey and seconded by Karl Hall to pay the IRS for the month of September 2020. 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.
- c. **Payroll Approval:** Motion was made by Jeff Mickey and seconded by Sara Grobe to pay the upcoming payroll expenditures (pay periods October 2; October 16). 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.

**Kelley Roganowicz moved the meeting be adjourned; Karl Hall seconded the motion. Meeting adjourned at 7:39 pm by President Jason Miller.**

The next meeting of the Board of Trustees will be held on Monday, October 19, 2020, 6:30 pm at Julia Hull District Library, 100 Library Lane (held virtually, and made publicly accessible viz Zoom).