

Minutes of Budget & Appropriation Hearing of the
Argenta-Oreana Public Library District
Board of Trustees
August 27, 2012 at Oreana at 4:15 pm

Present for the hearing were Board President, John White, library board members; Marsha Ferguson, Matt Honnold, Ron Ioerger, Dorothy Morsch and Doris McKay. Absent was board member, Roger Jebe. Also in attendance was Julia Welzen, Library Director. No members of the public were in attendance and no questions were asked regarding the Budget & Appropriation Ordinance for Fiscal Year 2013.

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Argenta-Oreana Public Library District
Board of Trustees
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The meeting was called to order at 4:30 pm by Board President, John White. Library board members present were Marsha Ferguson, Matt Honnold, Ron Ioerger, Dorothy Morsch and Doris McKay. Absent was board member, Roger Jebe. Also in attendance was Julia Welzen, Library Director.

The board reviewed the minutes from the July 23rd meeting. Marsha Ferguson moved that the July 23rd minutes be approved, and Ron Ioerger seconded the motion. The motion passed with all ayes.

In correspondence, the board received the resignation of board Vice-President, Roger Jebe. The board secretary, Doris McKay will write Roger a letter of thanks for his years of service on the board.

The board reviewed the July bill list. Doris McKay asked about check #7855 to Illinois Heartland Library System, Julia indicated that it was for OCLC membership. Doris asked about check #7874 to Electrical Service Company. Julia indicated that it was for the emergency exit light for the staff door and batteries to meet the OSHA requirements. Matt Honnold asked about the \$135 credit card charges to the United States Postal Service. Julia indicated that it was for three rolls of stamps. Ron asked about the voided check #7859 to Julia. Julia indicated that it had been for mileage, but that she'd made a mistake so the check was voided and reissued as check #7867. Ron Ioerger moved and Dorothy Morsch seconded the motion that the bills be approved. The motion passed with all ayes.

The board reviewed the Bookkeeper's reports. Doris McKay asked about the negative balance of \$418 in the 67100 Insurance expense account. Julia indicated that it was due to the annual reimbursement on the Workers Comp Insurance. The board indicated that they preferred to see the annual budget figure on the reports rather than the 1/12 th presented in this month's reports.. Julia indicated that she would discuss it with the Bookkeeper. Ron Ioerger moved and Dorothy Morsch seconded the motion that the reports be approved. The motion passed with all ayes.

The board reviewed the June Treasurer's report. Marsha indicated that it balanced with the bank and the Bookkeeper's reports. Dorothy Morsch moved and Doris McKay seconded the motion that the report be approved. The motion passed with all ayes.

The board reviewed the July Treasurer's report. Marsha indicated that it balanced with the bank and the Bookkeeper's reports. Dorothy Morsch moved and Matt Honnold seconded the motion that the report be approved. The motion passed with all ayes.

Julia Welzen, Director, reported the circulation figures for July 2012 was down slightly from July 2011. The Winings Trust check for \$14,338.12 was received. Twenty percent was transferred to the Legacy Reserve Fund. The check was approximately \$2,000 more than last year. Julia noted that next month's bills would show an extra IMRF payment of \$3.08 to correct a payment to IMRF for staff overtime. Julia also presented for board consideration the creation of an Enterprise Fund for the purpose of keeping tax dollars separate from book sale and fine monies collected. Julia discussed a possible pilot project for the libraries of loaning e-readers. This project will require changes in the Lending Policy, due to the costs of the e-readers. The doors which were vandalized at the Argenta Library have been sanded and painted. The doors look very good. Orkin took care of the one-time pest control application for both the libraries. Julia reported that the Argenta Library parking lot will need to be sealed and re-stripped in the near future. The library is planning to continue the LEGO programs and looking for donations in order to purchase new kits. Julia is planning on doing some community outreach. The library will be represented at the Friends of Argenta community breakfast in September. There will be three 6-yr terms and one unexpired 2-year term open for election in the April 2013 election. Macon County Clerk, Steven Bean, held a meeting on August 14th to discuss the upcoming local elections. Due to election law, the library will need to be open on December 24th until 5 pm to accept candidate's applications. Candidates can turn in petitions December 17-24th, but the library must be open to accept petitions at 8 am on December 17th and until 5pm on December 24th. According to the library's lawyer, the library can be closed to patrons, but a staff member or trustee must be present to accept petitions. Julia will be at the Oreana Library at 8 am on December 17th. Dorothy Morsch volunteered to be at the Oreana Library from 1 to 5 pm on December 24th. The Illinois Department of Labor issued citations from the 6/21/2012 OSHA inspections on 8/16/2012. All the citations were taken care of by 7/3/2012 and the required documentation has been sent to the Department of Labor. The State Library has chosen a data collection vendor for the Illinois Public Library Annual Report (IPLAR). Since the statutory deadline for the IPLAR is August 31, the State Library has said they will accept reports after the statutory deadline since the report won't be available until September. The State Library cannot accept per capita grant applications until they receive a completed IPLAR, but have said they will accept per capita grant application after the required filing dates. Unless there have been significant changes to the questions asked on the IPLAR, most of AOPLD's answers are ready to be entered, so it should be completed quickly after the survey is released. The per capita grant application is started, and it too should be completed soon after the IPLAR is completed.

In old business, Julia reported that she had received bids on pest control services for the libraries. The board discussed need for pest control services and the related budget issues, and the consensus of the board was that the costs fell within the Director's range of responsibilities.

In new business, the board reviewed the FY2013 Budget and Appropriations Ordinance 13-01. Doris McKay moved and Dorothy Morsch seconded the motion that the FY2013 Budget and Appropriations Ordinance 13-01 be approved. The motion passed with all ayes.

Also in new business, Julia reported that of the three accounting firms contacted regarding a bid only May, Cocagne, and King had returned a bid. Kerber, Eck, and Braeckel asked to be included in any future audit bids but indicated that current obligations prevented them from bidding for this year. Our bookkeeping firm when contacted indicated that they generally worked with May, Cocagne, and King and had no other recommendations. Ron Ioeger moved that the board contract with May, Cocagne, and King for a Financial Review. Dorothy Morsch seconded the motion. The motion passed with all ayes.

Julia reported that after accounting for outstanding liabilities and allowing for a \$10,000 starting balance that \$15,809.48 are available for transfer to the Special Reserve Fund. Doris McKay moved and Matt Honnold seconded the motion that the funds be moved to the Special Reserve Fund. The motion passed with all ayes.

Marsha Ferguson moved that the board accept Roger Jebe's resignation from the board and declare a vacancy on the board. Ron Ioeger seconded the motion. The motion passed with all ayes.

Julia discussed the need for an additional part-time staff member in fill in approximately 10 hours a week (one night and one day), primarily at the Oreana Library. Doris McKay moved and Ron Ioeger seconded the motion that the Library Director hires a new part-time staff member. The motion passed with all ayes.

Also in new business, the board reviewed the library programming and discussed the library's demographics with regard to Per Capita grant requirements. Areas for improvement were discussed with regard to homebound outreach, promotion of the ISL Talking Books programs, and audio books.

Dorothy Morsch moved and Ron Ioeger seconded the motion to adjourn the meeting at 6:10 p.m. The motion passed with all ayes.

The next regular board meeting will be Monday, September 24th at 4:30 p.m. at Oreana.
Respectfully submitted,

Doris J. McKay, Secretary