

Minutes of Meeting of
Argenta-Oreana Public Library District
Board of Trustees
December 10, 2012 at Oreana

The meeting was called to order at 4:30 pm by President, John White. Library board members present were Marsha Ferguson, Matt Honnold, Ron Ioerger, Dorothy Morsch and Doris McKay. Also in attendance were Julia Welzen, Library Director, and Cathy Mansur from May, Cocagne & King, P.C. Board member, Barbara Light, arrived at 4:35, after the minutes from the November 12th meeting were approved.

The board reviewed the minutes from the November 12th meeting. Ron Ioerger moved that the November 12th minutes be approved, and Matt Honnold seconded the motion. The motion passed with all ayes.

Julia Welzen, Library Director, read the letter of resignation from board member, Dorothy Morsch. Dorothy and her husband are moving to Cedar Hill, Texas before the first of the year to be near family. Those present expressed their regrets at losing Dorothy, and thanked her for her many years of service.

Doris McKay, Board Secretary, brought a letter of response to Robin Whitaker for the Board President, John White, to sign. Doris also brought letters to be sent to the Illinois State Library, the Macon County Clerk and the Dewitt County clerk regarding the recent changes on the board.

Cathy Mansur from May, Cocagne & King, P.C. reviewed with the board the Annual Financial Report for the Argenta-Oreana Public Library District that was prepared by May, Cocagne & King, P.C. The board thanked Cathy Mansur for reviewing the report with the board, and Cathy left the meeting at 4:55 pm.

The board reviewed the October bill list. Ron Ioerger asked about check #7949 to Golden Horse LTD. Julia reported that it was a publishing company for an author that the library collects. Ron also asked about Gale Group (checks #7927 & #7946) and Demco (check #7950). Julia indicated that Gale is the source for some of the library's large print books, and that Demco supplies materials for processing library materials. Matt Honnold asked about LEGO's purchase on the Fifth Third Bank statement. Julia indicated that the library had received a \$50 donation from an engineer to purchase additional LEGO's kits and that the remainder of the purchase of the kits (\$56) was paid with Per Capita Grant programming funds. Doris McKay moved and Ron Ioerger seconded the motion that the bills be approved. The motion passed with all ayes.

The board reviewed the Bookkeeper's reports. Matt Honnold moved and Dorothy Morsch seconded the motion that the reports be approved. The motion passed with all ayes.

The board reviewed the October Treasurer's report. Marsha indicated that it balanced with the bank and the Bookkeeper's reports with the note that the bookkeeper reported as two transactions the 10/22/2012 transfers to the A/O Corporate account, while Gerber reported it as one

transaction, but the total transaction amounts were in agreement. Ron Ioerger moved and Doris McKay seconded the motion that the report be approved. The motion passed with all ayes.

Julia Welzen, Director, reminded the board that the November and December financials would both be handled at the January 2013 meeting. Julia reported that the November Library On the Go checkouts had reached an all time high, and that she would be offering e-reader training sessions on January 2nd and 3rd. The color printer for the Argenta Library has been ordered. The floor has been installed in the Argenta meeting room and is to be waxed on Thursday. Outdoor lights and the photocells at both libraries have been replaced. The photocell at Argenta never came on, and the photocell at Oreana never went off. The cassette audio books at both libraries have been weeded, and the Kindle kits have been cataloged and are in circulation. The library district will be participating in the One Book, One Community program with other area libraries in April-May, the highlight of which will be the display of a replica Vietnam War Memoria at the Decatur Public Library May 16019. The theme will revolve around the Vietnam War and the featured title will be "The Things They Carried" by Tim O'Brien. There will also be a title selected for children. The Decatur Public Library would also like to include a display of Vietnam War memorabilia. We are also hoping to have small displays at both the Argenta and Oreana Libraries. Information will be published in the Prairie Pulse and on the website. Julia is planning on teaching some basic computer classes at the library, as there have been many requests from patrons. The deadline for filing nominations petitions has been changed to December 26th, so the library no longer needs to be available on December 24th to accept nomination petitions. Beginning in 2013, the State Library will require all libraries who are members in a system to complete a certification process each year. Julia will be participating in the "Train the Trainer" classes through IHLS in preparation for the SHARE merger. She will then train staff on the new system. The libraries will need to close for an in-service training day for staff in March, close to the go-live date.

In new business, the board discussed Ordinance #13-05, the scheduled board meetings for 2013. Marsha Ferguson moved that board meetings be scheduled at 4:30 pm for January 28th, February 25th, March 25th, April 22nd, May 20th and June 24th at the Argenta Library; and July 22nd, August 26th, September 23rd, October 28th, November 12th (Tuesday), and December 9th at the Oreana Library. Ron Ioerger seconded the motion. Ordinance #13-05 passed with all ayes.

Also in new business, the board discussed the holiday scheduled for 2013. Matt Honnold moved that the libraries be closed for New Year's Day, January 1st; Martin Luther King Day, January 21st; President's Day, February 18th; Easter Holiday, March 29th-30th; Memorial Day, May 27th; Independence Day, July 4th; Labor Day, September 2nd; Columbus Day, October 14th; Veteran's Day, November 11th; Thanksgiving, November 28th – 30th; Christmas Holidays, December 24th – 25th; and New Year's Eve, December 31st. Marsha Ferguson seconded the motion. The motion passed with all ayes.

The board discussed the Investment of Public Funds and Financial Procedures Policy. Doris McKay moved and Ron Ioerger seconded the motion that the Investment of Public Funds and Financial Procedures Policy be approved as presented. The motion passed with all ayes.

Doris McKay asked that the review of the closed minutes be tabled until the January meeting as she had failed to bring the proper documents to the meeting.

The board discussed the making of an extra contribution to IMRF. Doris McKay moved that the board approve an extra contribution of \$5,000 to be made to IMRF. Marsha Ferguson seconded the motion. The motion passed with all ayes.

The board discussed end of year bonuses for the library staff. Doris McKay moved that the director, Julia Welzen be given a \$150 bonus check, and that Julia be authorized to give individual library staff bonus checks, ranging from \$50 to \$100. Matt Honnold seconded the motion. The motion passed with all ayes. Doris agreed to contact the bookkeepers to see that the checks were issued and that the proper actions were taken with the payroll deductions.

In Miscellaneous business, Matt Honnold noted that the bike rack at Argenta had been installed. Julia noted that when the lot was asphalted and seal-coated that the surface should be even with the bike rack.

Ron Ioerger moved that the meeting be adjourned at 5:35 p.m. Marsha Ferguson seconded the motion. The motion passed with all ayes.

The next regular board meeting will be Monday, January 28th at 4:30 p.m. at Argenta.

Respectfully submitted,

Doris J. McKay, Secretary