

Minutes of Meeting of  
Argenta-Oreana Public Library District  
Board of Trustees  
January 28, 2013 at Argenta

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, Barbara Light and Doris McKay. Also in attendance was Julia Welzen, Library Director.

The board reviewed the minutes from the December 10th meeting. Ron Ioerger moved that the December 10th minutes be approved, and Marsha Ferguson seconded the motion. The motion passed with all ayes.

Julia Welzen, Library Director, shared with the board a Thank You note from staff member, Joann Parenti, regarding the year-end bonus.

The board reviewed the November 2012 bill list. Doris McKay asked about check #7956 to B-Clean Window Cleaners. Julia noted that it was for stripping and sealing the vinyl floors at Oreana. Doris also asked why there were both \$10 bank charges with each of the payrolls, as well as the Quickbook charges. Julia indicated that she thought this was an error that had been fixed, but that she would double-check. Matt Honnold asked why the 11/10/2012 EFT payment to Staples was so much larger than normal. Julia indicated that only \$120 of the purchases was actually office supplies that the remainder of the purchases had been cleaning supplies. Matt also asked about check #7954 to Diane Shipley. Julia indicated that the payment was for the Michelangelo presentation which had then been reimbursed with a grant from the Decatur Area Arts Council. Matt also asked about check #7966 to Highland Products. Julia indicated that this is where the bench and bike rack purchased for the Argenta Library. Matt Honnold moved and Doris McKay seconded the motion that the bills be approved. The motion passed with all ayes.

The board reviewed the November Bookkeeper's reports. Ron Ioerger moved and Barbara Light seconded the motion that the reports be approved. The motion passed with all ayes.

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

The board reviewed the December bill list. Matt Honnold asked about check #7991 to Mueller Remodeling Inc. Julia indicated that it was for the vinyl flooring in the Argenta community room. Doris McKay asked why check #7996 to Orkin was so large. Julia indicated that it was payment for services through August. Doris also asked about check #8004 to B-Clean Window Cleaners. Julia indicated that it was for buffing Oreana's vinyl floors and stripping and sealing Argenta's meeting room. Doris McKay moved and Ron Ioerger seconded the motion that the bills be approved. The motion passed with all ayes.

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

The board reviewed the December Treasurer's report. Marsha indicated that it did balance with the bank, but not with the Bookkeeper's reports. The County tax monies deposited on 12/18/2012 had all been reported by the bank, but only the Building, Social Security, and Working Cash deposits were reported by the bookkeeper. Julia indicated that the bookkeeper had been contacted and that the corrections had been made. Everyone thanked Marsha for the good catch. Ron Ioerger moved and Doris McKay seconded the motion that the report be approved. The motion passed with all ayes.

Julia Welzen, Library Director, reported that December circulation numbers for both libraries were down, but that December traditionally had the lowest circulation numbers. The libraries will not be closed for an in-service training day for staff in March. The library received a donation for \$500 in December, which was employer-matched, for a total donation of \$1,000. The library is a member of the Illinois Library Association's Fund for Illinois Libraries, which is a 501 (3) c, so that the library can accept donations from corporations. Another outdoor light at Argenta was broken and replaced. Matt asked if this was the result of vandalism. Julia indicated that it was not. All the VCT floors at both locations have been stripped and waxed. All floors have been buffed except the front vestibule at Argenta. New Wave Communications will be the new Internet provider for the libraries, beginning in February. The network color printer has been installed at the Argenta Library. The toner is expensive (\$350 for the four cartridges required for operation), so the printer will be used sparingly. Four of the six scheduled computer classes were held at the Oreana Library in January. Two were cancelled as they did not have the minimum number of registered patrons. There are six classes scheduled for February at Argenta. Julia fixed and used three old desktop XP computers to hold the classes. If the classes are successful, laptops may need to be purchased. There will be a knitting class at the Argenta Library on January 31<sup>st</sup> in the evening. Jan Sickbert is teaching the classes at no cost to the library and there are currently ten people signed up for the class. Julia has attended the Train-the-Trainer sessions on the new IHLS Polaris circulation system and is teaching the staff how to use the Polaris system to check-in and check-out books. Staff will attend training on barcoding and cataloging through the system. Julia is working with Illinois Heartland Library System staff and the SHARE Policy Committee to resolve some issues with logins and coding for the Argenta and Oreana Libraries. Julia discussed with the board contacting the System to see about getting a backup of the library's collection data prior to the shut-down of the current system prior to March 25<sup>th</sup>. April 9<sup>th</sup> is the "Go Live" date with the new system. Julia will be providing information to patrons in the Prairie Pulse regarding the new online catalog. Any holds not filled by March 25<sup>th</sup> will be lost and have to be re-requested after April 9<sup>th</sup>. Two candidates have filed for the trustee positions in the spring election, Ron Ioerger and Barb Light. There are still two openings, one for a two-year term and one for a six year term. The library is now a member of Goodreads, a social network for readers. Book covers and links to the library's online catalog let patrons know if a book is available. The library has been certified with the Illinois State Library, and the property tax exemption has been filed with the county supervisor of assessments. A book plate is being placed in a National Geographic coffee table book honoring Dorothy Morsch's years of service on the library board. There will also be an acknowledgement in the Prairie Pulse.

In unfinished business, Doris McKay indicated that she had reviewed the current listing of closed session minutes, and that the all of the current closed minute sessions were regarding personnel and none of them should be opened, so no action was taken to open any of the closed minutes.

In new business, Matt Honnold moved that the board reluctantly accept Dorothy Morsch's resignation. Ron Ioerger seconded the motion. The motion passed with all ayes.

In miscellaneous business, Julia noted that in a discussion regarding the Bylaws the board had indicated that they intended to add time limits to the section of the Bylaws regarding public comments, and that in order to prepare the Bylaws for update, Julia would appreciate some guidance from the board regarding the time limits. After some discussion, the board indicated that ten minutes per person and a total of thirty minutes per issue should be fair and adequate. Julia will work up a draft for the board's review. Also per the discussion, Julia will review some of the other library's procedures for remote participation by board members for inclusion in the Bylaws.

Ron Ioerger moved that the meeting be adjourned at 5:37 p.m. Matt Honnold seconded the motion. The motion passed with all ayes.

The next regular board meeting will be Monday, February 25<sup>th</sup> at 4:30 p.m. at Argenta.

Respectfully submitted,

Doris J. McKay, Secretary