

Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees
February 23, 2015 at Argenta

The meeting was called to order at 4:33 PM by President, John White. Library Board members present were Jackie Goeppinger, Bill Taraszewski, Matt Honnold and Barbara Light. Also in attendance was Donna Schaal, Library Director.

The Board reviewed the minutes from the January 26, meeting. Matt moved that the minutes be approved as read. Jackie seconded the motion. The motion passed with all ayes.

Correspondence, communications and public comments. Donna received a phone call from a woman complaining about the treatment of her husband when he tried to check out books for her, but did not have her card. The staff member followed procedure. The woman later came in to retrieve her holds with her library card. The staff member provided the woman with one of our new dual cards. Donna spoke with the woman and clarified our policy on picking up another person's hold.

The Board reviewed the January bill list. Matt asked about check number 8566 to Parks Sewer Service. Donna reported that the bill was for sewer work at Oreana. Jackie asked about check number 8674 to Illini Supply. Donna reported that it was for the new shelving purchased for Argenta. Jackie moved that the bill list be approved. Matt seconded the motion. The motion passed with all ayes.

The January bookkeeper's report was reviewed by the board. Bill moved that the bookkeeper's report be approved. Matt seconded the motion. The motion passed with all ayes.

The January treasurer's report was reviewed by the board. Matt mentioned that there was movement to the General Fund from the Legacy fund for work done by Road Doctor. Barbara moved that the treasurer's report be approved. Jackie seconded the motion. The motion passed with all ayes.

Donna Schaal presented the director's report. Donna reviewed the circulation numbers and reported that the numbers are up from the same period last year. She reported that the credit card used for library purchases was a Library card, but based on Julia's credit history. Donna prefers not to have a card based on her credit history. After discussion, Donna will check on the availability of a Library debit card through Gerber bank and tied to the library's account. Donna reported on 4 programs currently offered at one or both branches of the library. Donna reported that the library will hold its' first Library Book Sale on March 30 and 31st. She is submitting an application for the E Rate program. Donna and Carol Roberson went to a book sale at the Graduate School of Library and Information Sciences. They were able to purchase 51 books for \$225. Part the donation from the T.S. and Juanita Balance estate was used to purchase these books.

There were no Committee Reports.

There was one item of old business. The Board reviewed and signed the annual Statement of Economic Interests.

There were several items of new business.

Donna would like to hold Employee Staff meetings. After some discussion with the board it was determined to start with quarterly meetings possibly on Friday afternoons after the libraries close for the day.

The board reviewed the Borrowing and Library Services Policy and agreed with Donna's proposed change to eliminate the "two new DVD's" language under Loan periods.

The AOPLD will need to have a new website host as the current host is being discontinued. Donna recommended Dream Host at a cost of \$20.00 month.

Donna presented her situation with the library credit card. This was discussed earlier in the meeting under Director's report.

The Financial Long Range planning was tabled to a future meeting.

There was one item of Miscellaneous business. Donna asked the board for information regarding a transfer of Building and Maintenance funds for custodial labor and a transfer from Liability and Insurance for a portion of the Director's salary as Safety Officer. The board had no information. Donna will research and report at the next meeting.

Jackie moved that the meeting be adjourned at 6:04 PM. Bill seconded the motion. The motion passed with all ayes. The regular board meeting will be on Monday March 23, at 4:30 PM at Argenta.

Respectfully Submitted,

Barbara Light