

Minutes of Meeting of
Argenta-Oreana Public Library District
Board of Trustees
April 22, 2013 at Argenta

The meeting was called to order at 4:30 pm by Vice President, Matt Honnold. Library Board members present were Marsha Ferguson, Ron Ioerger, Barbara Light and Doris McKay. Also in attendance were Julia Welzen, Library Director, Jackie Goepfinger and Bill Taraszewski. The President, John White, was absent.

The board reviewed the minutes from the March 25th meeting. Corrections were made and Marsha Ferguson moved that the March 25th minutes be approved as corrected, and Ron Ioerger seconded the motion. The motion passed with four ayes and a present from Doris McKay.

The board reviewed the minutes from the April 8th special meeting. Ron Ioerger moved that the March 25th minutes be approved as corrected, and Marsha Ferguson seconded the motion. The motion passed with four ayes and a present from Matt Honnold.

Julia passed around a thank you note received from staff member, Joanne Parenti. Barb Light brought healthy treats for the staff during the transition to the new system. Doris McKay reported that she had received a certified letter from the City of Decatur that would be discussed later in the meeting.

The board reviewed the March 2013 bill list. Doris McKay asked about check #8071 to Design Air. Julia indicated that it was for labor and some parts to repair the furnace at Oreana. She also noted that the cracked heat exchanger had been under warranty, so there had been no charge for the heat exchanger. Matt Honnold asked about check #8055 to Ekiss Snow Removal. Julia indicated that it was for plowing the parking lots at both the libraries, as well as shoveling the sidewalk at Argenta. Matt also asked about check #8068 to Overdrive. Julia indicated that it was for the annual fee for Library On the Go with \$2,000 to go toward the purchase of new e-Books. Julie also noted that the fee will go down in 2014. Ron Ioerger moved and Doris McKay seconded the motion that the bills be approved. The motion passed with all ayes.

The board reviewed and discussed the March Bookkeeper's reports. Doris McKay asked if children's and young adult book purchases would be increasing in the last quarter. Julia indicated that they were down due to the transition to the new system, but that they would be at budgeted levels before summer reading. Matt asked about the Working Cash Fund. Julia indicated that this had been the last year for levying for the Working Cash fund. There was a brief discussion about the history and uses for the Working Cash fund. Marsha noted that the Social Security Fund balance was off by the \$4.53 interest amount. Julia indicated that she would contact the accountants. Doris McKay moved and Barbara Light seconded the motion that the reports be approved with the amendment pending. The motion passed with all ayes.

The board reviewed the March Treasurer's report. Marsha indicated that it balanced with the bank and varied only by \$4.53 in the Social Security fund with the Bookkeeper's reports. Doris

McKay moved and Ron Ioerger seconded the motion that the report be approved. The motion passed with all ayes.

Julia Welzen, Library Director, reported that March circulation numbers for both libraries were down. Due possibly to the lack of Interlibrary Loans during the transition, but that April's circulation seemed to be back on track. The Parr Trust was received and deposited on March 27th. Due to changes in the Trust there will need to be adjustments to budget since the funds will not be distributed until mid-May next year. Julia worked with Trustwave to certify the library as PCI compliant for e-Pay. E-Pay will be directly connected to Polaris via the online catalog. The library district received a \$5,000 grant award from the Illinois State Library for our "Connection with the Common Core at the Library" project. The funds will be used to purchase nonfiction books and some audio books for children. The library will have a Scholastic book fair on May 28-30. Summer reading registration will begin May 28th. Flyers to residents will be sent out in mid-May. Decatur Public Library will host the Vietnam War Memorial replica May 16-19. War memorabilia from local veterans will be on display April 19-May 20. Two Oreana veterans have loaned items for the exhibit, but Julia welcomes additional items. The community garden will begin as soon as the ground dries out. Computer classes are being scheduled. IHLS SHARE/ Polaris migration has been very smooth with just a few bumps. A-O PLD staff has done a terrific job with the transition. Roof repairs at Argenta were set to begin April 15th, but due to the rain have not yet begun. Leaking has been minimal. TQ Roofing has indicated that the repairs may start this Thursday or Friday, depending on the weather. The Borrowing and Library Service Policy will need to be revised once formal policies are in place at Illinois Heartland Library System, so A-O PLD policies are in line with theirs. Bill Ryan from Stoutenborough Insurance will attend the May board meeting and discuss the library district's insurance policies. Officers will be elected at the May meeting. Congratulations to Barbara Light and Ron Ioerger on their recent reelection to the board. Thanks to Jackie Goepfinger and Bill Taraszewski for their applications to the two vacant positions on the board.

There was no unfinished business to discuss.

In new business, the board discussed nonresident fees. Doris McKay moved that the board approve the use the Tax Bill method to calculate nonresident fees. Barbara Light seconded the motion. The motion passed with all ayes.

Also in new business, the board discussed hiring temporary summer staff. Barbara Light moved that the board approve the hiring of two temporary staff members at \$8.75/hr for approximately 10 hours per week for 8 weeks. Marsha Ferguson seconded the motion. The motion passed with all ayes.

Also in new business, the board discussed the annexation notices sent by the City of Decatur. Julia indicated that she would call the City Manager to discuss the reasons for the annexations.

The board performed a SWOT analysis of the library's strengths, weaknesses, opportunities and threats as part of an environmental scan for the library's Long Range Plan.

The board reviewed Marketing Standards from Serving Our Public for the Per Capita Grant.

Julia discussed the open board positions. Barbara Light moved that the board approve the appointments of Jackie Goepfinger and Bill Taraszewski to the board. Doris McKay seconded the motion. The motion passed with all ayes.

In miscellaneous business, Julia asked the board members to consider the election of officers for the May meeting. The Oath of office will be administered at the May meeting.

Ron Ioerger moved that the meeting be adjourned at 5:45 p.m. Marsha Ferguson seconded the motion. The motion passed with all ayes.

The next regular board meeting will be Monday, May 20th at 4:30 p.m. at Argenta.

Respectfully submitted,

Doris J. McKay, Secretary