

**Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees
March 26, 2018 4:30 PM at Argenta**

The meeting was called to order at 4:30 PM by President John White. Library Board members present were Anna Mae Roberts, Ron Ioerger and Barbara Light. Also, in attendance were Donna Schaal, Library Director and Bradley Irwin, Assistant Library Director.

There was no correspondence, communication or public comment.

The Board reviewed the minutes from the January meeting. Ron moved to approve the minutes as read. Anna Mae seconded the motion. The motion passed with all ayes.

The Board agreed to consider the financials for November, December, January and February as group for approval.

The board reviewed the November bill list. Donna explained that the liability check to QuickBooks payroll service showed up payroll liability showed up on the November list, but was paid December 1. The board reviewed the December bill list. Anna Mae asked about check number 9831 to Tica, Inc. Donna reported that this was for the AOPLD portion of the new HVAC at Oreana. The board reviewed the January bill list. Donna told the board that the check to ARSL was to join the Association of Rural and Small Libraries. The board reviewed the February bill list. Donna reported that check number 9884 to RP Lumber was for a new screen door at Argenta. Donna told the board that check number 9889 to Fyxit was to replace a hard drive on one of the public computers. This fixed the computer so that the library did not have to purchase a new unit. Donna reported that check number 9891 to Screen This was to purchase t shirts etc. with the AOPLD logo for staff.

The board reviewed the Bookkeeper's reports for November, December, January and February.

The board reviewed the Treasurer's reports for November, December, January and February.

Ron moved to approve the financials for November, December, January and February as presented. Anna Mae seconded the motion. The motion passed with all ayes.

Donna Schaal presented the director's report. Donna reviewed the circulation numbers for January and February. Circulation numbers continue to be good. Donna reported that she wrote a grant application to expand the collection to better serve the district's home schooling families. This would allow the library to buy more math and English textbooks and workbooks. The Public per capita grants from the state have not been received by AOPLD. Donna has heard from some of her colleagues that there are libraries that have received their grant money. The Replacement tax monies from Friend's Creek Township have been received. Donna reported on several maintenance items. The library is offering Drop-In Technical Support on Mondays (Oreana) and Tuesdays (Argenta). Donna reported on several programs held by the library. The summer reading program planning is almost finished. Donna attended several meetings/events.

There was no old business.

There were three items of new business.

1. New Patron Code for Homeschooling Parents. Donna discussed the possibility that the library could better serve homeschooling families by allowing them to check out items without worrying about fines being assessed. This code would only be used by Homeschooling Parents. There is a meeting with local homeschooling parents on April 11.
2. Annual Transfer of working cash to General Checking. Donna asked the board to authorize the annual transfer of working cash to cover expenses before the money from the trusts arrives. The board approved the idea of the

AOPLD Minutes

transfer and acted to give Donna the responsibility to decide each year when and if a transfer of up to \$30,000 is needed to cover expenses until the annual trust money arrives. This is strictly a transfer of funds, not an authorization to spend funds. Anna Mae made a motion to approve a temporary transfer of \$30,000 from working cash to the general fund at 0% interest. This money will be repaid when the money from the Paar Trust arrives. Additionally, Donna will be responsible each year to determine the timing and amount of money to be transferred in the above manner. Ron seconded the motion. The motion passed with all ayes.

3. Donna presented a copy of the Bylaws of the library Board of Trustees for the Argenta-Oreana Public Library District with possible updates. The board discussed several possible changes and will consider these changes later.

There was one piece of Miscellaneous business. Donna asked the board if any board members knew why the number of AOPLD employees covered under IMRF is capped at 4 employees. She is interested in adding a 5th employee that would work enough hours to be covered under IMRF. The board told Donna that such a change is open for discussion.

The next meeting will be on Monday, April 23, 2018 at 4:30 PM at the Argenta Building.

Ron asked for a motion to adjourn the meeting. Anna Mae seconded the motion. The motion passed with all ayes. The meeting adjourned at 6:07 PM.

Respectfully submitted,

Barbara Light