

**Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees
August 27, 2018 4:30 PM at Oreana**

The meeting was called to order at 4:35 PM by President John White. Library Board members present were Jackie Goeppinger, Anna Mae Roberts, Aaron Klepzig (joined the meeting at 4:53 PM), Matt Honnold, Trudy Smith and Barbara Light. Also in attendance was Donna Schaal, Library Director.

There was no public comment, correspondence or communication.

The Board reviewed the minutes from the July meeting. After discussion the following was added to the minutes: "The board requested the director to draft a memo regarding the intergovernmental agreement between the library and the Village of Oreana in the matter of the sidewalk project." Matt moved to approve the minutes as amended. Trudy seconded the motion. The motion passed with all ayes.

The board reviewed June and July bill lists. Matt asked about check number 10013 to B&B Glass. Donna said that was for work on the inside doors. Anna Mae asked about check number 10016 to Gene Dugan (mows the lawn). Donna said that Gene bills a group of mowing's at time. Not each time. Matt asked about check number 10022 to Rivistas LLC. Donna said that is the magazine jobber used by AOPLD to buy all the magazines for both locations. Jackie asked about check numbers 10025, 26, 27 and 28 to IHLS OCLC. Donna explained that these are annual fees for SHARE, Cataloging, Cloud fee and OCLC ILL -- all software that the library uses to do business. Anna Mae asked about check number 10030 and check number 9980 to Stoutenborough Insurance. Donna explained that 9980 is for building insurance and check number 10030 is for liability. Jackie moved to approve the bill lists as presented. Matt seconded the motion. The motion passed with all ayes.

Matt asked that the Bookkeeper's and Treasurer's reports for June and July be tabled until next month pending review of end of fiscal year figures.

Donna Schaal presented the director's report. Donna reviewed the circulation numbers for July. Circulation numbers continue to be very good. Donna reported that the 1st installment of the FY2019 Levy from DeWitt County has been received. AOPLD received the public per capita grant for the full amount of \$5,172.50. This grant was written to use money in support of next year's Summer Reading program and new equipment for the library. She has submitted all review documents to May, Cocagne & King for the annual review. Donna reviewed several maintenance items. Donna recapped the Summer Reading program. There were 570 attendees to programs during Summer Reading. Donna attended several meetings/events. Donna has added an upcoming calendar to her report.

There was one item of old business.

1. Sidewalk project. Donna reviewed the memo she sent to Board of Trustees of the Village of Oreana regarding the intergovernmental agreement between AOPLD and the Village of Oreana in the matter of the proposed sidewalk project. At the time of the board meeting Donna had not received any reply from the Village.

There were seven items of new business.

1. FY2019 Public Per Capita requirements. Donna reviewed the requirements to be completed by the Board of Trustees for Public Per Capita grant. She will send a link containing information to fulfill these requirements.
2. Change to November Board Meeting date- The November board meeting will be moved to December 3, 2018 at the Oreana location.
3. Transfer to Special Reserve Fund recommendations. Tabled until next month at the request of Treasurer, Matt Honnold.
4. Additional Security Cameras. Donna informed the board that there had been some minor thefts at the Argenta location. She requested additional surveillance cameras be added to monitor the area of the Argenta and Oreana buildings that cannot be seen from the desk area. Adding the requested cameras will cost \$1,026.00 for each location which would come from the Insurance and Liability Fund. Jackie moved to approve the purchase of the cameras. Matt seconded the motion. The motion passed with all ayes.
5. Illinois Public Library Annual Report (IPLAR). Donna requested signatures for the report.
6. Secretary's Audit/Annual report (75 ILCS 16/30-65). Matt and Aaron reviewed the Secretary's minutes for the past year's meetings. Donna asked for signatures for the report.
7. Ordinance 19-03 Levy. The board reviewed Ordinance No. 19-03 for the levy of taxes for the current fiscal year ending June 30, 2019. Aaron moved to accept the Ordinance as presented. Anna Mae seconded the motion. The motion passed with all ayes.

There was one item of Miscellaneous business. Donna reported that she had notification from the bank that the Winings grant would be less this year than that awarded last year.

John asked for a motion to adjourn the meeting. Trudy moved to adjourn the meeting. Jackie seconded the motion. The motion passed with all ayes. John adjourned the meeting at 5:59 PM.

The next board meeting will be on Monday September 24, 2018, at 4:30 PM at Oreana.

Respectfully submitted,

Barbara Light