

**Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees
September 24, 2018 4:30 PM at Oreana**

The meeting was called to order at 4:33 PM by President John White. Library Board members present were Anna Mae Roberts, Aaron Klepzig, Trudy Smith, and Barbara Light. Also, in attendance were Donna Schaal, Library Director and Bradley Irwin, Assistant Library Director.

There was no public comment, correspondence or communication.

The Board reviewed the minutes from the August meeting. Aaron moved to approve the minutes as presented. Trudy seconded the motion. The motion passed with all ayes.

The board reviewed August bill list. Anna Mae asked about check to U. S. Postmaster for \$300.00. Donna explained that it was for postage used by the Library and stamps sold at the Library. Aaron asked about 2 checks to Newegg.com. Donna said this was for new computers and monitors. Donna pointed out that the check to Bayscan technologies for \$736.19 was for scanners purchased as part of the Per Capita grant.

The board reviewed the June, July and August Bookkeeper's reports.

The board reviewed the June, July and August Treasurer's reports.

Anna Mae made a motion to approve the August bill list; the June, July and August Bookkeeper's reports; and the June, July and August Treasurer's reports. Aaron seconded the motion. The motion passed with all ayes.

Donna Schaal presented the director's report. Donna reviewed the circulation numbers for August. Circulation numbers continue to be very good. She reported that Brooke Ulrey will be leaving the Library staff on September 26. Donna has retained Nelson's Termite & Pest Control as the pest control contractor for the library buildings. She reported on several minor maintenance items. The installation of the new printer/copies has made mobile printing available. She has had positive feedback on this new service. Donna reported that Lapsit is restarting this fall and she and Brad are continuing the Drop-In Tech program. The Library is starting a new initiative call "1,000 books before Kindergarten". This is a program that promotes parents/guardians reading to children age 0-5. There will be a Book Sale on October 2 at the Oreana building. Donna attended several meetings/events.

There was no old business.

There were five items of new business.

1. Review of Chapter 8 from Serving Our Public (Per Capita Grant requirement) – the board reviewed the pertinent portions of the documents required.
2. Signature Card for Gerber State Bank- these need to be updated anytime a new person is added or deleted as a person who can sign checks.
3. Election information – Donna passed out forms for Board of Trustee members what will be running for reelection in April.

4. Security Issues – Donna brought up the issue of who should be called when the security alarms go off after hours or on weekends. The board will discuss the best options for handling these situations.
5. Transfer to Special Reserve Fund – This item will be tabled until next month.

There was one item of Miscellaneous business. Donna would like to revisit the sidewalk project in January.

John asked for a motion to adjourn the meeting. Anna Mae moved to adjourn the meeting. Trudy seconded the motion. The motion passed with all ayes. John adjourned the meeting at 6:09 PM.

The next board meeting will be on Monday October 22, 2018, at 4:30 PM at Oreana.

Respectfully submitted,

Barbara Light