

**Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees**

August 26, 2019, 4:30 PM at Oreana

The meeting was called to order at 4:30 PM by President John White. Library Board members present were Jackie Goepfinger, Matt Honnold, Linda Albert, and Trudy Smith. Aaron Klepzig joined the meeting at 4:40 PM. Also, in attendance was Donna Schaal, Library Director, and Bradley Irwin, Assistant Director.

Correspondence, communications, and public comments – The board received a letter from Jim Miller. The board has also received another annexation letter from the City of Decatur.

The Board reviewed the minutes from the July meeting. There was one correction to the minutes. Trudy moved to approve the minutes as presented with the correction. Matt seconded the motion. The motion passed with all ayes.

The board reviewed the July bill list. Jackie asked about check number 10349 to Rivistas, Inc. Donna replied that they are our magazine jobber. They purchase all of our magazines at a lower price than if we were to purchase them ourselves. Trudy asked about check number 10360 and then 10372 issued to TLC's Ice Cream LLC. Donna replied that 10360 was voided and the check re-issued as 10372 due to the fact that there were more people at the Summer Reading ice cream party than anticipated. Matt asked about the 3 debit charges to Sam's: Donna explained that one was for end of Summer Reading and one was for staff purchases. Donna was unable to recall the third (from the files it was to purchase a new microwave for the Argenta building; the old one had stopped working).

The board reviewed the June Bookkeeper and Treasurer's reports. Linda moved to approve the June Bookkeeper and Treasurer's reports as presented. Trudy seconded the motion. The motion passed with all ayes. The board reviewed the July bill list, the July Bookkeeper's reports and July Treasurer's reports. Jackie moved to approve the July bills, Bookkeeper and Treasurer's reports as presented. Trudy seconded the motion. The motion passed with all ayes.

Donna Schaal presented the Director's report. Donna reviewed the circulation numbers for July. The numbers for July were very strong. Donna reported on a couple of building issues. Summer Reading has finished and the numbers were really good, beating last year's numbers. Attendance at Summer Reading programs was 781 adults and children. Around 100 children signed up to read. Donna attended several events and meetings.

Old Business – Annexation – Donna met with a local attorney to engage him as our legal representation to the City of Decatur as they continue to annex properties.

There were four items of new business.

1. Donna discussed the upcoming requirements for FY2020 public per capita.
2. There was a general discussion about creating a Risk Management Plan. Donna presented the board 3 examples from other libraries. After discussion, Donna will draft a Risk Management Plan for the next board meeting.
3. Donna stated that she had completed the Illinois Public Library Annual Report. She presented the board with an overview of last year's numbers which saw increases in circulation, attendance at events, and reference and computer usage. The President and the Secretary's signatures were needed to complete the process.
4. Secretary's Audit/Annual report (75 ILCS 16/30-65). Matt and Trudy reviewed the Secretary's minutes for the past year's meetings. Donna asked for signatures for the report.
5. Ordinance 20-03 Levy for FY2020 – The board reviewed Ordinance 20-03 Levy for FY2020. Matt moved to approve the Ordinance as presented. Aaron seconded the motion. The motion passed with all ayes.

AOPLD Minutes

There was no miscellaneous business.

John asked for a motion to adjourn the meeting. Matt moved to adjourn the meeting. Linda seconded the motion. The motion passed with all ayes. John adjourned the meeting at 6:17 PM.

The next board meeting will be on September 23, 2019, at 4:30 PM at Oreana.

Respectfully submitted,

Donna Schaal