

**Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees
January 27, 2020, 4:30 PM at Argenta**

The meeting was called to order at 4:37 PM by President John White. Library Board members in attendance were Jackie Goeppinger, Trudy Smith, Linda Albert, Matt Honnold, Aaron Klepzig and Barbara Light. Also, in attendance were Donna Schaal, Library Director and Bradley Irwin Assistant Director.

Correspondence, communications, and public comments – The Library received a thank you note from the Oreana Christian Church for the Library's donation to their food bank (from Food for Fines program).

The Board reviewed the minutes from the December 2nd meeting and the Special Board Meeting on December 9. Matt moved to approve the minutes as presented. Trudy seconded the motion. The motion passed with all ayes.

The board reviewed the November bill list. Aaron asked about check number 10467 to Cabinet Corner. Donna explained that it was the final payment for the new bookshelves at Oreana. Matt asked about check number 10471 to Featherstun, Gaumer. Donna said that this is our new attorney.

The board reviewed the November Bookkeeper's report. The Board reviewed the November Treasurer's report. Jackie moved to accept the November bills, Bookkeeper's report and Treasurer's report as presented. Trudy seconded the motion. The motion passed with all ayes.

The board reviewed the December bill list. Matt asked about a debit to Jostens. Donna said that is was for the high school yearbook ad. Donna pointed out that check number 10494 to MCC Network Services was for setting up the new fiber system. Jackie asked about check number 10502 to Jeff Company. Donna explained that was a book purchase from a local vendor. Matt moved to approve the December bills as presented. Jackie seconded the motion. The motion passed with all ayes.

The December Bookkeeper's report and Treasurer's reports were tabled until the next meeting.

Donna Schaal presented the Director's report. Donna reviewed the circulation numbers for December. Several of the circulation categories have a higher circulation than this time last year. Donna presented statistics that indicated circulation for Adult, Young Adult and Children's materials are all up for the first 6 month of FY 2020. The Public Per Capita Grant for FY 2019 was received on December 16. The third Macon county Installment has been received. The Annual Financial Report and the Annual Treasurer's report have been filed on time. The Library received a donation from John and Dorothy White. The Live and Learn Construction grants was submitted before the deadline. Testing has been taking place to switch the phone lines to the new fiber network. Donna reported on several maintenance items. She reported on the Book Club with 8 and 9 attendees and Story Time with 18 and 11 children. Donna attended several events and meetings.

Old Business –

2020 Holiday Closures – The board discussed Holiday closures for February through the end of the year. Jackie moved that 3 holidays be removed from the schedule and for 2020 only, December 26 (a Saturday) be added to the schedule. Matt seconded the motion. The motion passed with all ayes.

Risk Management proposal– The board discussed the adoption of a Risk Management plan that would allow part of the staff salaries to be paid from the Insurance, Liability and Safety Fund. Matt moved to accept the proposal as presented. Aaron seconded the motion. The motion passed with all ayes.

New Business-

Statement of Economic Interests-Donna distributed forms for the Statement of Economic Interested to the members of the board. She will return the forms to the County Clerk's office and collect the receipts.

Change of Attorney-The board discussed changing legal counsel from Phil Lenzini to Ed Flynn of Featherstun, Gaumer, Stocks, Flynn and Eck LLP. Matt moved to officially change the Library's representation to Ed Flynn of Featherstun, Gaumer, Stocks, Flynn and Eck LLP. Jackie seconded the motion. The motion passed with all ayes.

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Personnel Policy- The board discussed proposed changes to the Personnel Policy. Several changes were required per changes in Illinois State Law. The addition of a "Sick Bank" was proposed under Sick Leave Policy. Trudy Smith moved to approve the new policy as amended. Linda seconded the motion. The motion passed with all ayes.

Miscellaneous – There was no miscellaneous business.

John asked for a motion to adjourn the meeting. Aaron moved to adjourn the meeting. Linda seconded the motion. The motion passed with all ayes. John adjourned the meeting at 6:00 PM.

The next board meeting will be on March 23, 2020, at 4:30 PM at Argenta.

Respectfully submitted,

Barbara Light