

**Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees
April 27, 2020, 4:30 PM via ZOOM meeting (online)**

The meeting was called to order at 4:31 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 several phone calls regarding the status of the library buildings. There were no members of the public present at the meeting.

The Board reviewed the minutes from the January 27 meeting. Linda moved to approve the minutes as presented. Trudy seconded the motion. The motion passed with all ayes. (roll call vote)

The board reviewed the December Bookkeeper's report. The Board reviewed the December Treasurer's report.

The board reviewed the January bill list. Matt asked about check number 10506 to Lazerware, Inc. for \$5853.42. Donna explained that this was for the new equipment required for the fiber technology. AOPLD will be reimbursed \$4,000.00 of that total from a federal grant. (As of this date the money has been received by AOPLD). Jackie asked about check number 10528 to Argenta Oreana Post Prom for \$150.00. Donna said that this was for the post prom party. Matt brought a debit of \$15,000.00 to IMRF to the attention of the board. This represented the additional contribution to the fund approved by the board at a previous meeting. The board reviewed the January Bookkeeper and Treasurer's reports.

The board reviewed the February bill list. Matt asked about check number 10540 to Architectural Expressions LLP for \$2273.75. Matt wanted to know if that was the total owed to the company for assistance getting information related to the grant for improvements at Argenta. Donna replied that there is about \$500.00 still owing. That bill is expected in March. Donna pointed out that check number 10548 to Stoutenborough Insurance for \$1694.00 is employee theft insurance premium for 3 years. The board reviewed the February Bookkeeper and Treasurer's reports.

The board reviewed the March bill list. Donna reported that check number 19572 for \$494.00 to James Miller was the final payment for the repair of the shelving at Oreana. Matt asked about check number #10583 for \$600.00 to King of Trees. Donna reported that this was for snow removal and ice treatment at both buildings. Matt requested that the March Bookkeeper and Treasurer's reports be tabled until next month.

Aaron moved to approve the December Bookkeeper and Treasurer's reports; the January Bills, Bookkeeper and Treasurer's reports; the February Bills, Bookkeeper and Treasurer's reports and the March Bills and to table the March Bookkeeper and Treasurer's reports until next month. Jackie seconded the motion. The motion passed with all ayes. (roll call vote)

Donna Schaal presented the Director's report. Donna reviewed the circulation numbers for January, February and March. Donna added several statistics to the report, including Previous Fiscal Year to Date, Current Fiscal Year to Date, % Change and Highest recorded circulation numbers. Donna noted that in March the numbers were extremely high considering that the library closed on March 16 due to the Covid 19 virus. Donna noted that on the last day approximately 60 patrons visited the libraries. A total of 3,026 physical items were checked out, with an additional 268 Library on the Go check outs. The Live & Learn Grant (for Argenta) was submitted on January 9, 2020, making the deadline. The Grant meeting to determine the recipients of the grants has been postponed until the middle of May. Donna reported that everything has been switched over to Metro Communications for internet and phones. There was a leaking toilet at the Oreana building that tripled the water bill. Aaron Klepzig made the repair. Donna and staff have been looking at creative online programming for the Facebook page. Donna attended several events and meetings. Meetings and workshops after the middle of March were online.

AOPLD Minutes

Old Business –

Update on Libraries and the Corona Virus – Donna presented the board with information from a meeting with the Macon county Library Directors (plus some closer libraries), and from conversations across the Illinois Library Directors. The consensus is that at present the libraries will remain closed. With a possibility of curbside or similar service starting later in May or June. There are a couple of legal opinions available as to the status of libraries since the Governor has not address this group specifically. The board discussed options for the staff to work at home or safely work inside the closed library on special projects and needed book maintenance. Donna asked for guidance from the board about continuing to pay the library staff for the month of May. Although there is some work being done, employees are not working their normal hours. After discussion, the board decided that for month of May (without precedent) employees should be paid as usual regardless of hours worked. The board determined that after this month payroll decisions should be made on a month by month basis. Since the decision was that for May there would be “business as usual” for payroll, no action was needed by the board. John asked that the board consider moving the May meeting from June 1, to Tuesday May 26 so that the board could address any changes in the COVID 19 situation. The board agreed to the change in date.

New Business-

Energy Efficiency Report (Brad) – Tabled to a future meeting

Emergency Closing Policy – need vote – Tabled to a future meeting

Finance Committee – AOPLD needs a Finance committee from the board to work on budget for next fiscal year. The Finance committee will consist of Aaron Klepzig, Matt Honnold and Donna Schaal.

Miscellaneous – There was no miscellaneous business.

John asked for a motion to adjourn the meeting. Jackie moved to adjourn the meeting. Matt seconded the motion. The motion passed with all ayes. John adjourned the meeting at 6:18 PM.

The next board meeting will be on May 26, 2020, at 4:30 PM via ZOOM. Donna will send out invitations to the meeting.

Respectfully submitted,

Barbara Light