

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

**July 27, 2020, 4:15 PM via ZOOM meeting (online) and in person at Oreana
(Public Hearing Meeting)**

The meeting was called to order at 4:17 PM by President John White (via ZOOM). Library Board members present were Matt Honnold, Jackie Goepfinger, Trudy Smith, and Barbara Light. Also, in attendance were Donna Schaal, Library Director and Tina Coates, Assistant Library Director. There were no members of the public in attendance. There was no public comment.

July 27, 2020, 4:30 PM via ZOOM meeting (online) and in person at Oreana

The meeting was called to order at 4:30 PM by President John White (via ZOOM). Library Board members present were Matt Honnold, Jackie Goepfinger, Trudy Smith, and Barbara Light. Also, in attendance were Donna Schaal, Library Director and Tina Coates, Assistant Library Director.

Correspondence, communications, and public comments – There was no correspondence or public comment. There were no members of the public in attendance.

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

The board reviewed the June bill list. Matt asked about the debit to Faronics. Donna explained that this was for security software installed on all 6 patron computers.

The board reviewed the May Bookkeeper and Treasurer's reports. Trudy moved to approve the June bill list, the May Bookkeeper's and the May Treasurer's reports as presented. Barbara seconded the motion. The motion passed with all ayes. The June Bookkeeper and Treasurer's reports were tabled until next month.

Donna Schaal presented the Director's report. Donna reviewed the circulation numbers for June. The numbers are less than last year due primarily to the COVID 19 mandated closings and restrictions. Donna reports that the library received the 1st installment of the Macon County property taxes. She noted that this was less than last year, but that other organizations were also reporting lower than expected payments. Donna introduced Tina Coates, the new Assistant Director/Adult Services Librarian. Donna gave an update on the procedure for quarantining books returned to the library and for delivery. IHLS has increased recommended quarantine time to 4 days (from 3 days). Donna reported on maintenance items for the buildings. There are plans to hold a Children's Art Program (outside) on July 30th. Donna attended two meetings.

Old Business – None

New Business

There were five items of new business.

1. Personnel – the board is waiting on information from Ed Flynn (attorney) to move forward on this topic.
2. Appointment of two trustees to review fiscal year minutes and other documents (Secretary's Audit-75 ILCS 16/30-65). Jackie and Trudy agreed to review the minutes for the past year.
3. Ordinance 21-01 Building and Maintenance Levy for FY2021 – the board reviewed the ordinance. Matt moved to approve Ordinance 21-01 Building and Maintenance Levy for FY 2021 as presented. Trudy seconded the motion. The motion passed with all ayes.

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4. Ordinance 21-02 Budget and Appropriations for FY2021 – the board reviewed the ordinance. Matt moved to approve Ordinance 21-02 Budget and Appropriations for FY 2021 as presented. Jackie seconded the motion. The motion passed with all ayes.
5. Freedom of Information Act Policy – the board reviewed the Freedom of Information Act Policy with changes in budget and personnel numbers. Trudy moved to approve the policy as presented. Barbara seconded the motion. The motion passed with all ayes.

Miscellaneous – there was no miscellaneous business

John asked for a motion to adjourn the meeting. Matt moved to adjourn the meeting. Trudy seconded the motion. The motion passed with all ayes. John adjourned the meeting at 5:06 PM.

The next board meeting will be on August 24, 2020, at 4:30 PM at Oreana.

Respectfully submitted,

Barbara Light