

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

**August 24, 2020, 4:30 PM at Oreana**

The meeting was called to order at 4:30 PM by President John White. Library Board members present were Matt Honnold, Jackie Goepfinger, Trudy Smith, Linda Albert, Aaron Klepzig and Barbara Light. All members were present in person. 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 July meeting. There were 4 corrections. The word COVID was misspelled, the word “None” was omitted from the “Old Business” heading. The “New Business” heading was missing. John adjourned the meeting, not Aaron. Matt moved to approve the minutes as corrected. Jackie seconded the motion. The motion passed with all ayes.

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

Donna Schaal presented the Director’s report. Donna reviewed the circulation numbers for July. The numbers are less than last year due primarily to COVID restrictions. The summer reading program was online this year. Donna reports that the library received the 2<sup>nd</sup> installment of the Macon County property taxes. She reported that the subsequent payments will come each month for 5 months. The Library has received the Winings Trust distribution for FY2021. Donna reported on maintenance items for the buildings. The annual ice cream truck event was held and we gave out 80 ice cream cones. The Art program was held outside with 10 children and 5 adults attending. Book club was held for the first time since March 7, with 7 attendees. Donna attended 5 meetings.

Old Business – None

New Business -

There were six items of new business.

1. Review of Personnel Manual – the board reviewed the Personnel Manual.
2. Personnel – Linda made a motion to move into closed session citing 5 ILCS 120/2 (c)(1) Personnel. Matt seconded the motion. The motion passed with all ayes. The board moved into closed session at 5:16 PM. The board returned from closed session at 5:29 PM. There was no need for a vote upon returning to open session.
3. Borrowing and Library Services Policy – The board reviewed the Borrowing and Library Services Policy. Donna recommended 3 changes to the Policy. The first was to eliminate the cost for a replacement library card, the sentence regarding lost cards was amended to add “to prevent unauthorized usage of the library account”, and the fees for faxing would be capped at \$10.00 for faxes over 10 pages. Jackie moved to approve the Borrowing and Library Services Policy as revised. Matt seconded the motion. The motion passed with all ayes.
4. Secretary’s Audit – Jackie and Trudy reviewed the minutes for the past year and reported that they appear to be complete and accurate. The appropriate signatures were added to the document. (75 ILCS 16/30-65)
5. Illinois Public Library Annual Report (IPLAR) - The board reviewed the FY2020 Annual Report highlights as presented by Donna. The appropriate signatures were added to the document.
6. Ordinance 21-03 – Levy-The board reviewed Ordinance No. 21-03 “An Ordinance for the Levy of Taxes for the Current Fiscal year for Argenta-Oreana Public Library District ending June 30, 2021”. Trudy moved to approve the ordinance as presented. Matt seconded the motion. The motion passed with all ayes.

Miscellaneous – there was no miscellaneous business

AOPLD Minutes

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 6:13 PM.

The next board meeting will be on September 28, 2020, at 4:30 PM at Oreana.

Respectfully submitted,

Barbara Light