

**Minutes of the Meeting of  
Argenta-Oreana Public Library District  
Board of Trustees  
December 07, 2020, 4:30 PM at Oreana (In Person and Via Zoom Meeting)**

The meeting was called to order at 4:32 PM by President John White (via Zoom). Library Board members present were Jackie Goeppinger (via Zoom), Trudy Smith (via Zoom), Linda Albert (via Zoom), Matt Honnold, Aaron Klepzip and Barbara Light. Also, in attendance were Donna Schaal, Library Director and Tina Coates, Assistant Library Director.

Correspondence, communications, and public comments – The Board received a thank you note from Carol Roberson for the EOY bonus. There were no members of the public in attendance.

The Board reviewed the minutes from the October 26 meeting. It was noted that there were 4 items of new business instead of 6 items. Trudy moved to approve the minutes as corrected. Matt seconded the motion. The motion passed with all ayes. The Board reviewed the minutes from the November 18 Emergency Meeting. Jackie moved to approve the minutes as presented. Aaron seconded the motion. The motion passed with all ayes.

The board reviewed the October bill list. Jackie asked about check number 10748 to Patricia McDaniel. Donna explained that she is a local cookbook author. Aaron asked about check number 10758 to ELM USA. Donna said that this was for the new disc cleaner and supplies. Matt asked about check number 10765 to Small Town Living. This was for a donation to a community breakfast that was canceled. Donna has not received a refund at this time. Aaron asked about check number 10768 to Tica, Inc. Donna explained that this was for a furnace checkup at both locations. The board reviewed the October Bookkeeper and Treasurer's reports. Barbara moved to approve the October Bill list, Bookkeeper's report and the Treasurer's report as presented. Linda seconded the motion. After a roll call vote, the motion passed with all ayes.

Donna Schaal presented the Director's report. Donna reviewed the circulation numbers for October and November. The overall numbers are less than last year but are starting to recover. The Library on the Go/Cloud numbers are up from last year. Donna reported that the library received the 5<sup>th</sup> Macon County Levy distribution and the final DeWitt County levy distribution. The library received memorial donations for Jacquie Chenoweth. Donna is purchasing books requested by her family with this money. The Library also received a donation from Gregory Shoop. Donna reported on several maintenance items for both buildings. Book club was held in person with 8 attendees. The next Book Club meeting will be a Zoom Meeting. There was a staff meeting held on December 4. This gave Donna and the staff an opportunity to do needed training and discuss several library procedures. Donna discussed the number of patrons in person each day at both buildings. There have been a small number of patrons using the curbside option. Donna attended 4 meetings.

Old Business –

The Board discussed the automated doors for Oreana. Aaron moved to approve funds for installation of door operators at Oreana for an approximate cost of \$6600.00 with funds to be taken from Liability and Insurance Fund. Matt seconded the motion. After a roll call vote, the motion passed with all ayes.

New Business -

There were 7 items of new business.

1. FY2021 Per Capita requirements – Serving Our Public 4.0—Chapter 9 plus Appendices. Donna will send the required reading to the Board members and will highlight important issues on the check list.
2. 3/5 Majority Vote/ Annual Financial Report – the Board reviewed the Annual Financial Report. Matt made a motion to approve the Annual Financial Report for FY 2020 as presented. Aaron seconded the motion. After a roll call vote, the motion passed with all ayes.
3. 2021 Board Meeting Schedule/Holiday Closures- The board discussed the dates for board meetings in 2021. The Board will meet in Oreana at 4:30 PM on the following dates: January 25, March 29, April 26, May 24, and June 28. The Board will meet in Argenta at 4:30 PM on the following dates: July 26, August 30, September 27, October 25, and December 6.
4. The Board discussed the holiday closure schedule. This schedule is evaluated each year based on position of the holidays through the week. The board proposed that the Library be closed on the following dates: New Year Day

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holiday, Saturday January 2; Martin Luther King Day on Monday January 18; Easter Holiday, Saturday April 3; Memorial Day on Monday May 31; July 4 Holiday, Monday July 5; Labor Day on Monday September 6; Thanksgiving Holiday, Thursday, and Saturday November 25 and 27; Christmas Day on Saturday December 25 and Monday December 27.

5. 2021 Board Meeting dates – Ordinance 21-04. The Board reviewed the meeting dates discussed in Item #3. Barbara moved to approve the Ordinance with the dates as discussed. Jackie seconded the motion. The motion passed with all ayes.
6. 2021 Holiday Closures – The Board reviewed the closed dates discussed in Item #4. Jackie moved to approve the schedule as discussed. Trudy seconded the motion. The motion passed with all ayes.
7. Transfer to Special Reserve Fund – Matt asked to hold this item until the final tax money is received. The item was tabled until the January meeting.

Miscellaneous – Donna reminded those involved in the upcoming election that all paperwork must be submitted to Donna during the week of December 14 thru December 17 (curbside available).

John asked for a motion to adjourn the meeting. Aaron moved to adjourn the meeting. Matt seconded the motion. The motion passed with all ayes. John adjourned the meeting at 6:04 PM.

The next board meeting will be on January 25, 2021, at 4:30 PM at Oreana.

Respectfully submitted,

Barbara Light