

**Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees
January 25, 2021, 4:30 PM at Oreana (In Person and Via Zoom Meeting)**

The meeting was called to order at 4:31 PM, by President John White (via Zoom). Library Board members present were Jackie Goepfing (via Zoom), Trudy Smith (via Zoom), Linda Albert (via Zoom), Matt Honnold, and Barbara Light. Also, in attendance were Donna Schaal, Library Director and Tina Coates, Assistant Library Director.

Correspondence, communications, and public comments – There were no items of correspondence, communications or public comments. There were no members of the public present.

The Board reviewed the minutes from the December 7 meeting. It was noted that the May 2021 Board meeting will be the 24th not the 25th. Matt moved to approve the minutes as corrected. Trudy seconded the motion. The motion passed with all ayes.

The board reviewed the November bill list. Jackie asked about check numbers 10798 and 10799 to ServPro. Donna explained this was for fogging (disinfecting) both buildings due to possible COVID exposure. The board reviewed the November Bookkeeper and Treasurer's reports. Barbara moved to approve the November Bill list, Bookkeeper's report and the Treasurer's report as presented. Jackie seconded the motion. After a roll call vote, the motion passed with all ayes.

The board reviewed the December bill list. John asked about 2 checks to Alibaba labeled "fraud". Donna explained that this was from a case of credit card theft. The bank caught the charges and the money was returned to the library's account the same day. Donna called attention to check number 10806 to Atlas Lock. Donna said that this was to rekey the lock on the Argenta interior door. Jackie asked about a debit to ZOOM. Donna explained that this is the monthly fee for the service used to conduct online meetings. The board reviewed the December Bookkeeper and Treasurer's reports. Trudy moved to approve the December 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 December. The overall numbers are less than last year but are recovering. Donna reported that the library received the 6th, 7th, and 8th Macon County Levy distributions. The library received donations from the Jacque Chenoweth, John and Dorothy White and an anonymous donation. Donna will use the donations for purchases as directed by the donors. The per capita grant was finished and submitted to the state. Donna has started the E-Rate grant process. This grant offsets 70% of the library's internet service bill. Donna submitted the 2nd quarterly report for the Live & Learn Construction grant. The process to add automated doors to Oreana has started. Donna reported on several maintenance items for both buildings. The December and January Book Club meetings were held via Zoom Meeting with 8 and 9 attendees. Donna attended several meetings.

Old Business –

There was no old business.

New Business -

There were 2 items of new business.

1. Macon County's request for Direct Deposit- the county would like to use direct deposit to distribute levy funds.
2. Review of closed minutes- Barbara reviewed the closed meeting minutes for the past year and determined that all closed meetings fell under Open Meetings Act Exception for Personnel – 5 ILCS 120/2 (c) (1). These minutes should remain closed.

Miscellaneous Business-

1. Donna discussed the Argenta Ice Fest. The library will sponsor a sculpture again this year.
2. John brought up the topic of purchasing equipment to enhance online meetings and classes. Donna will consider costs for such equipment.

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John asked for a motion to adjourn the meeting. Matt moved to adjourn the meeting. Barbara seconded the motion. The motion passed with all ayes. John adjourned the meeting at 5:26 PM.

The next board meeting will be on March 29, at 4:30 PM at Oreana.

Respectfully submitted,

Barbara Light