

**Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees
October 25, 2021, 4:30 PM in person meeting at Argenta**

The meeting was called to order at 4:30 PM by President John White. Library Board members present were Jackie Goepfinger, Linda Albert, Trudy Smith, Matt Honnold and Aaron Klepzig. Also, in attendance were Donna Schaal, Library Director and Tina Coates, Assistant Library Director.

There was one member of the public at the meeting. Sara Burgener, from May, Cocagne, and King P.C. was in attendance to explain the Annual Financial Review which was performed at our request. After her report, Sara Burgener left the meeting.

The Board reviewed the minutes from the September 27, 2021 meeting. Trudy moved to approve the minutes as presented. Jackie seconded the motion. The motion passed with all ayes.

Correspondence, communications, and public comments – There was no correspondence or public comment.

The Board reviewed the August Bookkeeper's reports and the August Treasurer's report. The Board reviewed the September bills. Jackie asked about the debit to Walker's Lawn & Landscaping. Donna said that it was for the new tree at Oreana. Jackie asked about the debit to Casey's. Donna said that it was for end of Summer Reading gift cards for the young adults that read during the summer. Matt asked for clarification for the 3 checks written to Doyle Klepzig. Donna replied that Check No. 11035 was for the replacement toilet in Oreana, Check No. 11049 was for the removal of the trees and bushes in Oreana before the sidewalk was built, and Check No. 11050 was the cost for building the sidewalk. The board reviewed the September Bookkeeper's reports and the September Treasurer's report. Linda moved to approve the August Bookkeeper's reports, the August Treasurer's report, the September bills, the September Bookkeeper's reports, and the September Treasurer's report as presented. Jackie 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 September. Donna reported that the September circulation numbers were down but that other public library directors were reporting the same type of numbers. Donna reported that the library received the 4th installment of the Macon County levy. Donna reported that the contract with Interior Specialty Construction had been signed. Tica was called out because one of the Argenta air conditioner compressors wasn't working and is now fixed. Tica also came out to check the furnaces in both buildings. Nelson's Termite completed an extra spray on the outside of the buildings to combat spiders and insects coming out of the fields. The Oreana book sale is going on. Book Club was held with 6 members attending. Donna attended several meetings.

Old Business – None.

There were four items of new business.

1. The board reviewed the Freedom of information Act Policy. Donna recommended a couple of changes to make the policy current for the fiscal year. Matt moved to approve the FOIA Policy as revised. Trudy seconded the motion. The motion passed with all ayes.
2. FY2022 Public Per Capita requirements – Serving Our Public 4.0 – Chapters 5-9. The board reviewed the checklist for each chapter. After discussion, it was noted that AOPLD meets most of these standards very well.

3. The Special Reserve Fund that was created by Ordinance 12-04 was discussed. The monies in this fund are restricted to be used for "...construction of facility or the remodeling, repairing, improving or addition to existing facilities..." As we proceed with the remodeling of the Argenta entryway, these funds will be necessary. Donna's question to the board was a procedural one. Should the bank account be closed and the money be moved to the Liability & Insurance Fund now or should the account remain open until no money is left? After discussion, Matt moved that the account is to remain open until bills are presented by ISC, spend it down to zero and then close the account. Aaron seconded the motion. After a roll call vote, the motion passed with all ayes.
4. Matt moved to make a lump sum payment of \$30,000 into our IMRF account to mitigate unfunded liability. Aaron seconded the motion. A roll call vote was taken and the motion passed with all ayes.

Miscellaneous – Donna mentioned that there is a new SHARE Mobile App that the public can add to their smart phone. After setup, it connects to your account. It is easier to use than looking at the SHARE catalog through AOPLD's website. Linda asked on an update about burying the Ameren lines. A date has been requested. Trudy asked that since the next board meeting isn't until December that Donna keep them informed of progress on the entryway.

John asked for a motion to adjourn the meeting. Aaron moved to adjourn the meeting. Trudy seconded the motion. The motion passed with all ayes. John adjourned the meeting at 6:05 PM.

The next board meeting will be on December 6, 2021, at 4:30 PM at Argenta.

Respectfully submitted,

Donna Schaal