

**Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees
December 5, 2022, at Argenta Library**

The meeting was called to order at 4:32 PM by President John White. Library Board members present were Trudy Smith, Linda Albert, Jackie Goeppinger, 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 was no correspondence or public comment. There were no members of the public present.

The Board reviewed the minutes from the October 24, 2022, meeting. Matt moved to approve the minutes as presented. Linda seconded the motion. The motion passed with all ayes.

The board reviewed the October 2022 bills. Donna reported that check number 11381 to My Binding was for laminating film. Matt asked about check number 11384 to Troop 31. Donna said that it was to reimburse the Eagle Scout project for supplies for the landscaping out front in Argenta. The money for this came from a memorial to Bob Ferrill and Cookie Dierker. The board reviewed the October 2022 Financial Reports and Treasurer's Report. Jackie moved to approve the reports as presented. Linda seconded the motion. After a roll call vote, the motion passed with all ayes.

Donna presented the Director's Report. Donna reviewed the circulation numbers for October. The circulation numbers are up 7%. She said that this indicate that the circulation is finally recovering from the effects of the pandemic. Donna reports that the library received the fifth Macon County levy deposit in the amount of \$2,680.89. The library received an additional donation in memory of Eileen Sleeth. The funds will be used to purchase children's books. Donna announced that the book sale final total was \$761.30. Donna is interviewing for the open Barcoding position and has hired Lyssa Bonnell. There were several maintenance items at the Argenta building. New contracts for gas and electric have been signed. These are negotiated rates working in cooperation with the Decatur Chamber of Commerce. Book club was held with 9 people attending. Donna attended several meetings.

Old Business – None

New Business -

There were five items of new business.

1. Annual Financial Report – The board reviewed the Annual Financial Report as prepared by Donna. Jackie made a motion to approve the Annual Financial Report to be submitted to the State of Illinois Comptroller. Matt seconded the motion. After a roll call vote, the motion passed with all ayes.
2. Public Per Capita requirements – The board reviewed Serving Our Public 4.0; chapters 10 through Appendices as required to quality for the Public Per Capita Grant.
3. The board discussed the 2023 Board Meeting Schedule. Matt moved to approve the Ordinance 23-04 as discussed. Trudy seconded the motion. The motion passed with all ayes.
4. The board discussed 2023 Holiday closures. Matt moved to approve the closure schedule as presented. Trudy seconded the motion. The motion passed with all ayes.
5. Donna presented five recommendations from the Staff Meeting.
 - Personnel Policy – An update to the Personal Appearance section was requested. The board reviewed the suggested changes. Linda moved to approve the amended policy. Jackie seconded the motion. The motion passed with all ayes.
 - Gifts and Donations Policy – A change to the type of and way items are accepted from the public was requested. The board reviewed the suggested changes. Matt moved to approve the amended policy. Barbara seconded the motion. The motion passed with all ayes.
 - Patron Conduct Policy – the addition of specific language regarding service and support animals was requested. Trudy moved to approve the amended policy. Jackie seconded the motion. The motion passed with all ayes.
 - Borrowing and Library Services – A change to loan periods for magazines and TV Series DVDs was requested. The addition of a 3 day grace period for all materials before fines are assessed was requested. Trudy moved to approve the amended policy. Jackie seconded the motion. The motion passed with all ayes.

Miscellaneous Business- There was no Miscellaneous Business

John asked for a motion to adjourn the meeting. Matt moved to adjourn the meeting. Jackie seconded the motion. The motion passed with all ayes. John adjourned the meeting at 6:11 PM.

The next board meeting will be on Monday January 30, 2023, at 4:30 at Oreana.

Respectfully submitted,
Barbara Light