

**Minutes of the Meeting of
Argenta-Oreana Public Library District Board of Trustees
December 4, 2023, at Argenta Library**

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

Correspondence, communications, and public comments – There was no correspondence. One member of the public expressed to the director that the price of faxing was too high.

The Board reviewed the minutes from the October 2023, meeting. After clarifying one point, Trudy moved to approve the minutes as presented. Jackie seconded the motion. The motion passed with all ayes.

The board reviewed the October 2023 bills. Jackie asked about check number 11710 to GreatAmerica Financial Services. Donna explained that this was the new copier/printer company's bill processing company. Donna explained that the debit to NewEgg.com was for a new replacement thermal printer for SHARE. The board reviewed the bookkeeper's and treasurer's reports for October 2023. Linda moved to approve the October 2023 bills, bookkeepers, and treasurer's reports as presented. Trudy 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. We are up by almost 6% from last year overall. The library received the fifth and sixth installments of the Macon County levy. Around 99% of the levy money due has been received. B&B Glass has ordered the new windows. Numbers for the programming offered remains strong. The book sale ended with a total of \$411.32 of donations. The new Aspen interface will launch in December/January. AOPLD will be among the first to get this new catalog interface. A December 8th staff meeting will be held in Oreana. Donna attended several meetings.

Old Business –

New Business -

There were five items of new business.

1. Public Per Capita Requirements – Serving Our Public 4.0 – Chapters 10-Appendices. The board reviewed chapter 10-Appendices of the Serving Our Public document as required to receive Per Capita funding. This is the last of the review process. Donna will now be able to submit the per capita grant.
2. 2024 Board Meeting Schedule / Holiday closures were discussed.
3. Jackie moved to approve Ordinance 24-04, which sets the 2024 Board Meeting Schedule, as discussed. Trudy seconded the motion. The motion passed with all ayes.
4. Linda moved to approve the holiday closure schedule as presented. Jackie seconded the motion. The motion passed with all ayes.
5. Staff End of Year Bonuses – The board reviewed the proposed Year End Bonuses for the Staff. Trudy moved to approve the Year End Bonuses. Jackie seconded the motion. After a roll call vote, the motion passed with all ayes.

Miscellaneous Business-Donna asked the Board if she should look into the costs associated with changing both buildings to solar. The Board agreed that taking a look at costs would be of interest. Donna also mentioned that the Paid Leave for All Workers (PLAW) needs to be added to the Personnel Policy. She will bring a proposal to the next board meeting.

John asked for a motion to adjourn the meeting. Linda moved to adjourn the meeting. Jackie seconded the motion. The motion passed with all ayes. John adjourned the meeting at 6:07 PM.

The next board meeting will be on Monday, January 29, 2024, at 4:30 at Oreana.

Respectfully submitted,
Donna Schaal