

May 13, 2025

The Colona District Library Board met with Clark, Koska, Massarolo, Rieger, Rizzolo, White, and Director Hoste physically present. Hughes was absent.

The regular meeting was called to order at 6:30 p.m. at the Colona District Library by White.

No visitors were present.

The March 11, 2025 regular meeting minutes were reviewed. It was noted there were two spelling errors. The minutes were approved by consensus with the spelling changes.

The Treasurer's reports for March and April were reviewed and discussed. It was noted the check to Mellow Blue Planet for Free Comic Day has not been cashed. The miscellaneous charge in March was for food for the all-staff training day. The special program charge in March was for the string art programs. A new vacuum and shredder were purchased in April. It was noted we are 83% of the way through the budget year. There are some line items which will need to be adjusted at budget time such as copier, insurance, etc. Rieger reviewed the statements and there were no issues. The March and April treasurer's reports were approved by consensus.

Hoste presented the Youth Service's report. She reviewed the programs and displays for March and April. Work is being done on the summer reading program. Story time attendance was 99 for March and 90 for April. Attendance has been increasing.

Hoste presented the Director's report. A blood drive will be held on May 30th. Hoste shared the passport pamphlet from the Rural Directors' group. The plan is to have patrons visit other rural libraries and collect stamps for the passport. Prizes will be given to those who complete their passport with visits to 10 other libraries beside their home library. There was discussion about price changes with Centennial Tax who does our monthly financial reports, payroll, and Workman's Compensation audits. It was reported the library will receive a refund due to an error they made on our Workman's Compensation audit. Hoste has contacted other accounting firms to obtain their pricing structures. Hoste attended the Delegates meeting at Mendota in April. A new mobile app was demonstrated there for member libraries to join. PrairieCat is compiling a traveling scrapbook from libraries. The scrapbook will be displayed at the 2025 PUG Day on September 26th at the Bend XPO in East Moline.

The youth services and director reports were approved by consensus.

Old Business – None.

New Business - Adopt Non-Resident Fee – This fee is charged to anyone who does not live in our district and would like a library card at our library. Based on the calculation

from the Tax Computation Report from Henry County the fee this year should be \$120.02. It was noted that no one has purchased a non-resident card for several years. Koska made a motion to adopt the Non-Resident Fee of \$120.02. Rizzolo seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Suggested Budget Review –The suggested budget was reviewed and discussed. Hoste reported the five line items which needed to be increased were increased. The budget will be discussed again at the June meeting.

Bookkeeping Services – This was discussed with the Director’s report. Hoste reported she had not heard back from any of the six accounting firms she had contacted for pricing structures.

Parking Lot – Hoste presented three bids for repairing and restriping the parking lot. The last time this was done was in 2022. Rizzolo noted there was an area by the handicap parking that was raised which could cause an issue. It was recommended Hoste contact the bank and the city to see which company does their parking lots. This will be discussed again at the June meeting.

Director’s Evaluation - The Director’s evaluation was distributed. It was recommended to complete the evaluation and return to the president by May 27th.

Further Business – Strategic Plan (Goals 7 and 8) – Goals 7 and 8 were reviewed and discussed. It was recommended to change Goal 7 d. from periodically to biennial. It was also recommended to develop a board self-evaluation tool. Goal 8 is a new goal. It was recommended to add public relations to line c so it reads devote budget funds to public relations/marketing. It was also recommended to add marketing to line item 524 public relations in the budget.

The regular meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

Annual Meeting

The annual meeting was called to order at 7:20 p.m. by White.

Election of officers – Koska made a motion to keep the slate of officers the same for the next year. Rieger seconded the motion. The slate of officers nominated were Hughes, president; White, vice-president; Clark, treasurer; and Massarolo, recording secretary. A roll call was made and everyone present was in favor. The motion passed.

Set Holiday schedule – The holiday schedule was reviewed and discussed. Rieger made a motion to accept the Holiday schedule as presented. Koska seconded the motion. Everyone present was in favor. The motion passed.

Ordinance 25-01 Meeting Dates and Times – The meeting dates and times for fiscal year 2025-2026 were reviewed as presented in Ordinance 25-01. Koska made a motion to adopt the meeting dates and times as presented in Ordinance 25-01. Clark seconded the motion. Everyone present was in favor. The motion passed.

Library Walk Through – After walking through the library the following items were noted which should be considered for obtaining bids and updating in the future:

- Replace the ceiling fans
- Replace the window blinds
- Fix the area by the handicap parking
- Review the mosaic area and recommendations on what to do with it
- Review the sign on the building above the library entrance and consider moving it or putting a new one on the front of the building
- Review the area by the back door and consider mud jacking or replacing part of the cement.

The annual meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

The next meeting will be June 10, 2025 at 6:30 p.m.