

June 11, 2024

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

The meeting was called to order at 6:40 p.m. at the Colona District Library by White.

No visitors were present.

The May 14, 2024 meeting minutes were approved by consensus.

The Treasurer's report for May was reviewed and discussed. It was reported the insurance check for the roof was received. The treasurer's report was approved by consensus.

Hoste presented the Youth Service's report. The summer reading program has started. An outline of the programs was presented. A work meeting was held with the staff to prepare everyone for the summer reading program. The school program has ended for the school year. Story time attendance was 74 in May.

Hoste presented the Director's report. She reported on the magazine orders. She is working with Hoopla about using their program starting in July for checkouts. The outside water spigot was fixed. The roof will be replaced due to hail damage. Hoste reported on the first MailChimp e-newsletter for marketing. Sarah Robb will be doing some touch up on the book mural on the outside wall. There was discussion regarding the website being ADA compliant. The print style and size need to be changed. Pictures need to have additional information shown with a click. A magnifier needs to be able to work with the screen as well as a few other items. Hoste reported we received the letter from the Secretary of State regarding the Per Capita grant.

The youth services and director's reports were approved by consensus.

Old Business – FOIA Policy – An updated Freedom of Information Act (FOIA) policy was reviewed and discussed. There were no further changes made. The FOIA policy was adapted as updated.

New Business – Circulate and Discuss the Tentative Budget – The Tentative Budget was reviewed and discussed. There were no changes.

Review Wages of all Employees – Hoste presented the proposed wages for employees. These were reviewed and discussed. It was recommended to do the raises in a six-month increment. White made a motion to approve the wages as presented and discussed. Rizzolo seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Review Open and Closed Session Minutes – There were no closed sessions in the past year so there were no minutes to review. At every open meeting the minutes from the previous meeting are reviewed.

Review FOIA and OMA Policy Officer Names – Hoste reported she and Roger Decker will continue as the officers for the Freedom of Information Act and Open Meeting Act. Both have completed the required training.

Publish Notice of Budget Hearing – The Budget Hearing will be held at the August meeting. Hoste will ensure this is published.

Pay Identified Building Fund Accounts from General Fund – Koska made a motion to transfer funds from the general fund to cover any negative balances in the building fund accounts. Clark seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Transfer General Fund money to the Special Reserve Fund – White made a motion to transfer any undesignated funds from the general fund to the special reserve fund at the end of the fiscal year once all the obligations are met. Rieger seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

CE Education Payment – It was recommended to pay 50% of the tuition costs for Brown's classes. Koska made a motion to pay 50% of the tuition costs. White seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Roof Repair – A diagram of the roof was reviewed. Part of the roof repair will be paid by insurance and the other part will be paid by the warranty from Owens Corning. Another part of the roof has no damage and will not be replaced. It is four years old.

Assign Review of IPLAR – Rieger stated she would review for the August meeting.

Assign Internet and Computer Use Policy – Hughes stated he would review for the August meeting.

Assign Circulation Policy – Koska stated she would review for the August meeting.

Further Business – Employee Handbook (pages 13-16) – These pages were reviewed and discussed. There were no changes.

Standards for Illinois Public Library - Chapters 4 and 5 were reviewed and discussed.

Landscaping – Three proposals were presented to remove the weeping tree. It was decided to use ACE Tree Service. Rizzolo made a motion to accept ACE Tree Service's bid to remove the weeping tree, grind, clean, and fill the stump area for \$400. Rieger seconded the motion. A roll call was made and everyone present was in favor. The motion passed. It was agreed to pay Sam Browning \$300 to trim outside bushes and replace wood mulch with rubber mulch. Clark made a motion and Rieger seconded. A roll call was made and everyone present was in favor.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Susan Koska, Acting Secretary

The next meeting will be August 13, 2024 at 6:30 p.m.

