

June 13, 2023

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

The meeting was called to order at 6:35 p.m. at the Colona District Library by Hughes.

No visitors were present.

The May 9, 2023 meeting minutes were approved by consensus with an addition of the date of the tornado on April 4th.

The Treasurer's report for May was reviewed and discussed. Modern Woodmen donated money to the summer reading program. A refund was received from the food boxes. Crew Roofing was paid for the fascia repair from the April 4th tornado. The miscellaneous expense was a going away party for an employee. The negative amount from the April report was due to money improperly placed in the wrong fund. This has been corrected. The treasurer's report was approved by consensus.

Hoste presented the Youth Service's report. The summer reading program has started. The school reading program has ended for the school year. Brown will attend the school's family picnic day on June 14th. She will be handing out pens and information about the summer reading program. New books have been added from Book Farm. New book displays are being created. Stickers are being added to the book spines to help identify fantasy and sci-fi books. Story time attendance was 65 in May.

Hoste presented the Director's report. She attended a member update to discuss the new card catalog "VEGA." The library is becoming a member of eRead Illinois. A blood drive was held on May 31st with 7 people donating. Hoste purchased a home-schooling database called Educate Station with money left over after the renewal of the wireless contract with Cisco Meraki. It was reported that Barb Bennett, a former head librarian, had passed away. The family would like to donate a bench in her honor. MetroNet is being installed at the library.

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

Old Business – None.

New Business – Circulate and Discuss the Tentative Budget – The Tentative Budget was reviewed and discussed. The changes were made from last month's discussion regarding the budget. It was recommended to increase the IMRF levy revenue to \$20,000.

Review Wages of all Employees – Hoste presented the proposed wages for employees. These were reviewed and discussed. It was noted the minimum wage will increase again in January. It was recommended to increase some employees to 6% and some to 4% in preparation of the minimum wage increase. It was also recommended to review the wages again in January. Clark made a motion to approve the wages as presented and discussed. Koska 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 – Clark made a motion to transfer funds from the general fund to cover any negative balances in the building fund accounts. Rizzolo 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. Rizzolo seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Mulch bid – Hoste presented a bid from Blacksox LLC to remove and haul away the current mulch in the garden beds adjacent to the library building on the south and west sides and replace with new rubber mulch. After discussion it was recommended to add spraying with Preen to the bid. Rieger made a motion to accept the bid from Blacksox LLC not to exceed \$3,000. Rizzolo seconded the motion. A roll call was made and everyone present was in favor.

Assign Review of Public Comment Policy – Koska stated she would review for the August meeting.

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

Further Business – Trustee Orientation Manual (pages 12-15) – These pages were reviewed and discussed. There were some minor word changes recommended to be consistent.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

The next meeting will be August 8, 2023 at 6:30 p.m.