

March 11, 2025

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

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

There were no visitors.

The January 14, 2025 meeting minutes were approved by consensus.

The Treasurer's reports for January and February were reviewed. In January it was reported the annual membership for OverDrive was paid. In February some new book carts were purchased. The membership for Creative Bug and the Geneseo newspaper was renewed. Clark noted some line items will need to be adjusted for next year's budget. Rieger reviewed the statements and there were no issues. The treasurer's reports for January and February were approved by consensus.

Hoste presented the Youth Services reports for January and February. The upcoming programs were listed as well as the displays which were done. Work is being done for the Summer Reading program. Lawrence is going to Colona school once a week. The outreach at Kids' Corner and Tiny Friends have been stopped at this time. Storytime attendance for January was 53 and for February was 56.

Hoste presented the Director's reports for January and February. She stated what the future programs would be. She reported the Twin River Little League used the meeting room on three different occasions for baseball sign-ups. Staff was recertified for first-aid and AED training. Hoste has started the 1,000 Books before Kindergarten program.

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

Old Business – Succession Plan – Hughes and Hoste reviewed the Succession Plan. It was recommended to be consistent with capital letters on titles. There were some minor word changes and spelling corrections. The Succession Plan was approved as reviewed and updated.

Patron Behavior/Code of Conduct – Rieger and Hoste reviewed the Patron Behavior/Code of Conduct. It was recommended the capitalization of words be the same throughout the document. The Patron Behavior/Code of Conduct was approved as reviewed and updated.

New Business – Blood Borne Pathogens Policy – Hughes and Hoste reviewed the Blood Borne Pathogens Policy. There were no changes. The Blood Borne Pathogens Policy was approved as reviewed.

Freedom of Information Act Policy – Hoste presented the Freedom of Information Act Policy. The Policy was updated with the budget information for the fiscal year. The Freedom of Information Act Policy was approved as reviewed and updated.

Review Meeting Calendar – Hoste presented the updated Meeting Calendar for 2025-2026. It was recommended that the items under the meeting dates be put in the order of the year they are due. The Meeting Calendar was approved as reviewed and updated.

Prohibited Gifts Policy – This was postponed since it is not due yet.

Education Reimbursement – Hoste presented the Education Reimbursement Plan. She noted that Lawrence was going to school, however, she has not been at the library a year yet. After discussion it was decided to keep the Education Reimbursement Plan as presented. Lawrence will not be reimbursed for any current classes. Once she has been here a year, she may apply for any library classes she is taking at that time and not for the current classes now.

Further Business – Strategic Plan (Goals 5 and 6) – Goals 5 and 6 of the Strategic Plan were reviewed and discussed. It was recommended to combine d and e under Goal 5 and change parents to patrons. Strategic Goals 5 and 6 were approved with the recommended changes.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

Next Board Meeting – May 13, 2025 at 6:30 p.m.