

May 14, 2024

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

The regular meeting was called to order at 6:30 p.m. at the Colona District Library by Hughes. No visitors were present.

The March 12, 2024 regular meeting minutes were reviewed. It was recommended to add "for 2024/2025" to the updated calendar section for clarification. The minutes were approved by consensus with the change.

The Treasurer's reports for March and April were reviewed and discussed. It was noted in March the library received some monies for the summer reading program. The continuing education expense was for the Directors' University. Supplies were purchased for the summer reading program. In April the library received some monies from the insurance company for the hail damage to the roof. The Go Daddy domain was renewed for a year. More supplies and snacks were purchased for the summer reading program. Tonie boxes were purchased. The library is 83% of the way through the fiscal year. It was reported there were five or six line items that will need to be increased in the next budget year. It was reported the IHMVU CD expires in September 2024 and the BHBT CD expires in November. Rieger reviewed the statements and there were no issues. Hoste reported she had received notice that the treasurer's reports will no longer be received via email. They need to be accessed through the portal. Also, the minimum turnaround time for the reports will be two weeks. There was discussion regarding changing the meeting dates or having the reports be a month late. It was decided to keep the same meeting dates and receive the reports a month later. The March and April treasurer's reports were approved by consensus.

Hoste presented the Youth Service's report. She reviewed the programs and displays.

The summer reading program will start June 10<sup>th</sup>. She reviewed the programs. They will be using reader zone again to document the minutes spent reading. There will be six raffle baskets this year. Staff meetings will be held May 22<sup>nd</sup> and 23<sup>rd</sup> to share more in-

depth information on the summer reading program with staff. Story time/program attendance was 70 for March and 30 for April. The increase in March was due to the Easter egg hunt.

Hoste presented the Director's report. Hoste attended the Directors University 2.0 at Starved Rock this year. She also attended the Rural Directors' meeting in Geneseo. Hoste plans to go to Rock Island Library to learn more about the Tonie boxes. The first book club was held with one attendee. Another book club is being scheduled. Hoste reported about a complaint filed against another library for not having an ADA compliant website. A new law was passed giving libraries until April 2027 to have their websites ADA compliant. Hoste is investigating companies which will assist in this.

The Youth Service's and Director's reports were approved by consensus.

Old Business – Job Descriptions – Job descriptions for Director, Children's and Youth Services Assistant, Technical Assistant, and Library Assistant were reviewed and discussed. There was some discussion if it was necessary to have a valid driver's license and ability to drive listed as other essential requirements. It was decided to leave them on the job descriptions at this time. All four job descriptions were accepted as presented.

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 \$117.84. It was noted that no one has purchased a non-resident card for several years. White made a motion to adopt the Non-Resident Fee of \$117.84. Koska 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 six line items which needed to be increased were increased. She noted the Mailchimp was an email service. IMRF expenditure was decreased since we added more funds this year. The budget will be discussed again at the June meeting.

Standards for Illinois Public Library – The Standards need to be reviewed and discussed for the Per Capita grant. Chapters 1, 2, and 3 were reviewed and discussed. It was noted we are meeting the Standards in these three chapters.

Strategic Plan – Hoste reported the Strategic Plan needs to be updated. The current plan was for 2019-2024. It was recommended to have the Board members review the current plan and bring any changes to a future meeting. It was recommended to add the Strategic Plan to a meeting with a short agenda.

Director's Evaluation - Two Director's evaluations were distributed. Hoste had updated the evaluation. It was recommended to complete the new evaluation and return to Hughes by May 31st.

FOIA Policy – Hoste updated the Freedom of Information Act (FOIA) Policy. It was recommended to review this policy and discuss at the June meeting.

Landscaping – Koska recommended that the library purchased rubberized mulch for the two other flower beds, remove the crabapple tree outside the back door, and trim the trees. Hoste will get prices for rubber mulch and work on the trees.

#### Further Business

Employee Handbook – Pages 10-12 of the Employee Handbook were reviewed and discussed. These sections dealt with non-discrimination and anti-harassment. There were some minor word changes recommended.

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

Respectfully submitted,

Charlene Massarolo, Secretary

## Annual Meeting

The annual meeting was called to order at 8:00 p.m. by Hughes.

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. White made a motion to accept the Holiday schedule as presented. Clark seconded the motion. Everyone present was in favor. The motion passed.

Ordinance 24-01 Meeting Dates and Times – The meeting dates and times for fiscal year 2024-2025 were reviewed as presented in Ordinance 24-01. It was noted the date of being passed should be 14<sup>th</sup> day of May 2024. It was also questioned if the line stating approved needed to be on the ordinance. It was decided to remove the last line. Koska made a motion to adopt the meeting dates and times as presented in Ordinance 24-01 with the changes stated. Rizzolo seconded the motion. Everyone present was in favor. The motion passed.

Library Walk Through – It was noted a new rope needed to be purchased for the flag pole. There were no other recommendations.

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

Respectfully submitted,

Charlene Massarolo, Secretary

The next meeting will be June 11, 2024 at 6:30 p.m.