

August 14, 2018

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

The regular meeting was called to order at 6:32 p.m. at the Colona District Library. No visitors were present.

The June 12, 2018 meeting minutes were approved by consensus.

The Treasurer's reports for June and July were reviewed. The June and July Treasurer's reports were approved by consensus.

Alexander shared the Friends of the Library FY17/18 Year-End report.

Alexander presented the Youth Services' reports for June and July. The Summer Reading program was a success. Patrons enjoyed the gift baskets. There were 326 who attended the special programs. In June, there were 74 people at story time. In July, there were 42 people at story time.

Alexander presented the Director's reports for June and July. All employees received their annual evaluations. Crash bars were installed on the front and rear outside doors. The carpet was cleaned. A new water meter was installed. Guidance was given on maintaining the gardens by Martha Smith. The cracks in the parking lot were hot tarred by Fred Woller. He recommended seal coating in 2019. Two programs were held. Two adult coloring nights were held. Cathy Langdon was hired as a part-time library assistant. Langdon and Alexander will handle the Head Start, pre-K, after school, and story time programs until Stickle returns. The furnace will be replaced the beginning of September. One Hotspot was replaced and four additional were purchased.

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

Old Business – None.

New Business – Accept and Adopt Budget and Appropriation Ordinance – The ordinance was reviewed and discussed. There was one correction in the Liability Fund. White made a motion to approve the Budget and Appropriation Ordinance 18-04 with the correction. Clark seconded the motion. All present were in favor and the motion passed with a roll call vote.

Annual Financial Statement for Publication – Alexander presented the annual report for publication. This was reviewed and discussed. It was agreed to publish the annual financial report.

Transfer FY17-18 Funds – Alexander reported the General Fund would be transferred to the Special Reserve Fund. Alexander also reported money will be transferred from some budget line items in the Building Fund (accounts 601 JANITOR WAGES to 551 Janitor Wages, 603 MOWING to 553 Mowing, 604 LANDSCAPING WAGES to 554 Landscaping Wages, 605 LANDSCAPING SERVICES to 555 Landscaping Services, 607 MAINTENANCE WAGES to 557 Maintenance Wages, and 613 TECH SUPPORT to 563 Tech Support) to their equivalent in the General Fund. The board discussed and approved the transfer of money.

Approve IPLAR – The Illinois Public Library Annual Report was completed and reviewed. There was a tentative approval by the State Library. Clark made a motion to approve the IPLAR. Koska seconded the motion. All present were in favor and the motion passed.

Review Internet and Computer Use – The Internet and Computer Use Policy was reviewed and discussed. Rizzolo made a motion to approve the Internet and Computer Use Policy. White seconded the motion. All present were in favor and the motion passed.

Review Circulation Policy – There were some proposed changes. White will review this policy and report at the October meeting.

Review FOIA Policy – The Freedom of Information Act Policy (FOIA) was reviewed and discussed. There were a few minor changes including update of officers' and trustees' names. Koska made a motion to accept the FOIA Policy with the updates. Clark seconded the motion. All present were in favor and the motion passed.

Technology Policy – Koska will review the Technology policy and report at the October meeting.

Further Business – It was reported the Dining Books are available for purchase at \$35 each.

Alexander reported there are issues with Windows 10. Kacy Kelly, our computer consultant, has recommended going back to Windows 8 with updates at this time.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Susan Koska/Charlene Massarolo, Secretary