

January 09, 2018

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

The regular meeting was called to order at 6:35 p.m. at the Colona District Library by Hughes. No visitors were present.

The meeting minutes from October 10 and 30 and November 6 were reviewed. The minutes were approved by consensus.

The Treasurer's reports for October, November, and December were reviewed. In November a Fixed Assets section was added at the recommendation of the auditors. Also a 12 month trending area was added. In December \$3000 was received from the Lowell N Johnson Charitable Foundation. \$1500 was added to the summer reading program fund and \$1500 was added to the special program fund. A thank you note was sent. Several libraries in the area were given money from this Foundation. A computer monitor was purchased as well as a paper cutter. The treasurer's reports were approved by consensus.

There was no children's report. It was reported Holly Cunningham has been hired to help with the reading programs.

Alexander presented the Director's reports for October, November, and December. Several programs were held and were well attended. Alexander started on November 29<sup>th</sup>. Quotes were obtained for the handicapped accessible doors buttons. New library shelving arrived. Alexander completed the paperwork for the library certification and completed the Freedom of Information Act classes.

The director's reports were approved by consensus

Old Business – Equipment and Staffing – Three scenarios were reviewed and discussed on how to place the shelving for the children's area. It was recommended to close the library on Saturday, February 10<sup>th</sup> to place the shelving. This will also result in extra hours for the staff. Rizzolo made a motion to close the library on February 10<sup>th</sup>, hire the necessary people to assist, pay staff overtime if necessary, and buy lunch for those working that day. White seconded the motion. All present were in favor and the motion passed.

New Business – Policy reviews – It was reported Koska was to review the Disaster policy. This will be discussed at the March meeting.

The Meeting Room Policy was reviewed. There were no changes and this policy was accepted.

Assign Review of Strategic Plan/Long Range Plan – Clark will review this plan. It was recommended to consider replacing the carpet next budget year and to meet with Kacy to discuss a plan for replacing/updating the computers.

Assign Review of Drug/Alcohol Free Policy – Clark will review this policy.

Assign Review of Prohibited Gifts Policy – Rizzolo will review this policy.

Assign Review of Personnel Policy, Job Descriptions, Evaluation Form, Expense Report, Time Sheet, Incident Report, and Acknowledgment and Disclaimer – White and Hughes will review these.

Assign Group A Policies – These include the following policies: Service to Patrons with Disabilities, Records to be Retained, Prevailing Wage Act, and Immigration Compliance Policy. Massarolo will review these.

Approve and Adopt an Ordinance 18-05 Policy Prohibiting Sexual Harassment – Ordinance 18-05 was reviewed and discussed. Massarolo made a motion to accept Ordinance 18-05 Policy Prohibiting Sexual Harassment. White seconded the motion. All present were in favor and the motion passed.

Certification of Approval of Illinois Annual Financial Report for Fiscal Year 2017 – This was reviewed and discussed. Hughes made a motion to accept the Annual Financial Report. Massarolo seconded the motion. All present were in favor and the motion passed.

Approve and Appoint IMRF Authorized Agent – With Von Arb retiring and Alexander being hired as the Director, Alexander needs to be approved and appointed as the IMRF authorized agent for the library. Rizzolo made a motion to appoint Sarah Alexander as the IMRF authorized agent. Clark seconded the motion. All present were in favor and the motion passed.

Auditor's Report – The Auditor's report was reviewed and accepted.

Doors, Inc. Bid – The bid for replacement of the internal workings of the handicapped accessible doors was reviewed and discussed. It included four RF transmitters, two RF receivers, 4 activation buttons, and installation for \$945. White made a motion to accept the bid for repair of the handicapped accessible doors not to exceed \$1,000. Clark seconded the motion. All present were in favor and the motion passed.

Panic Buttons – There was discussion regarding obtaining panic buttons for the staff. Further investigation needs to be done regarding panic buttons.

Further Business – There was no further business.

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

Respectfully submitted,

Charlene Massarolo, Secretary

Next Board Meeting – March 13, 2018 at 6:30 p.m.