

June 12, 2018

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

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

The May 8, 2018 meeting minutes were approved by consensus.

The Treasurer's report from May was reviewed. It was reported a book cart had been purchased for \$332.21. The report was approved by consensus.

Alexander presented the Children's report for May. There were 55 adults, 17 young adults and 122 juveniles signed up for the summer reading program. Sixty-three children attended story times in May. Holly Cunningham has been substituting for Stickle.

Alexander presented the Director's report for May. Hoste and Alexander attended a Legal 101 for Librarians in Normal, IL. Alexander attended the Autism Forum in Springfield, IL. Alexander also attended the Director University in Springfield. Different programs were held.

The Children's and Director's reports were approved by consensus.

Old Business – Long Range Plan/Library Walk Through – A list of items to be purchased or completed on the long range plan was reviewed and discussed. The majority of these items are to update the library. The list was divided into 1 year, 3 years, 5 years, and 10 years projects. The replacement of the furnace, crash bars on outside doors, and a laptop program presentation were already approved. It was recommended to move the replacement of the reading/gaming table and chairs up to the one year plan. Alexander was asked to work with the artist on the mosaic to see what can be done to keep it nice. It was also noted the trees and bushes are growing and need to be trimmed. It was also recommended to add to the long range plan to review the use and development of the empty lot.

Service Animal Policy – The Service Animal Policy was reviewed and discussed. Clark made a motion to approve the Service Animal Policy as written. Koska seconded the motion. All present were in favor and the motion passed.

Education Reimbursement Plan – The Education Reimbursement Plan was reviewed and discussed. It was recommended to reimburse up to 75% for tuition after proof of successful completion. It was also recommended to pay for tuition costs only. Some other minor changes were recommended. Alexander will make the changes recommended. Koska made a motion to approve the Education Reimbursement Plan

with the changes discussed. Clark seconded the motion. All present were in favor and the motion passed.

Carpet Cleaning – Alexander was only able to obtain one bid for cleaning the carpet. It was from Jason Boone for \$650. They will clean and scotch guard the carpet. This will be done after the Summer Reading Program. Rizzolo made a motion to accept the bid for cleaning and scotch guarding the carpet by Jason Boone for \$650. Clark seconded the motion. All present were in favor and the motion passed.

New Business – Establish Prevailing Wage Rate –The resolution to establish the Prevailing Wage Rate was reviewed. Koska made a motion to accept Ordinance 18-03 as presented. Clark seconded the motion. All present were in favor and 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.

Assign Review of Minutes for IPLAR – Koska will work with Alexander to accomplish this.

Review Wages – Alexander presented the proposed wages for employees. These were reviewed and discussed along with the percentages. There were some recommendations. Koska made a motion to accept the wages with the recommendations. Rizzolo seconded the motion. All present were in favor and the motion passed.

Circulate and Discuss the Tentative Budget – The Tentative Budget was reviewed and discussed. There were no changes at this time. Koska made a motion to adopt the tentative budget as presented. Rizzolo seconded the motion. All present were in favor and the motion passed.

Review of FOIA and OMA Policy Officer names – Alexander reported she and Roger Decker are the officers for the Freedom of Information Act.

Director's Evaluation – The Director's Evaluation was reviewed and discussed. Board members are to complete the evaluation and give to Hughes within the next two weeks.

Further Business – Hoffman & Tranel FY1718 Audit – There was discussion last month about completing an audit. Hoffman & Tranel sent an engagement letter for the audit. After review and discussion it was recommended Alexander sign the engagement letter.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,
Charlene Massarolo, Secretary