

March 13, 2018

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

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

The January 9, 2018 meeting minutes were approved by consensus.

The Treasurer's reports for January and February were reviewed. The treasurer's reports were approved by consensus.

The Children's reports for January and February were reviewed. There was a Valentine's Day craft day with 37 children and adults present. Shelves in the children's area were moved on February 10th. School total for January was 430 and 419 for February.

Alexander presented the Director's reports for January and February. There was a coloring night in January with 6 present. Fire extinguishers were checked. There were two presentations. They were the 1909 Cherry Mine Disaster and Living Lands and Waters. Alexander attended a legislative meeting in Galesburg. Staff has been attending continuing education webinars. Alexander applied for a "Back to Books" grant.

The children's and director's reports were approved by consensus

Old Business – Prohibited Gifts Policy – Rizzolo reviewed the Prohibited Gifts Policy. There were no changes. The Prohibited Gifts Policy was accepted as reviewed.

Drug Free Workplace Policy – Clark reviewed the Drug Free Workplace Policy and reported previously there were no changes. The Drug Free Workplace Policy was accepted as reviewed. It was noted this has to be posted in the Library.

Personnel Policy and Job Descriptions – Hughes and White reviewed these along with Alexander. The job description names and duties were updated. The job description names need to be changed in the Personnel Policy. The worksheet for travel mileage and the evaluations were also updated. An incident report was developed. There was some discussion regarding tuition reimbursement for employees. It was recommended to obtain more information on a tuition reimbursement policy and bring back for review at a future meeting. The updated Personnel Policy and Job Descriptions were accepted as presented.

Long Range Plan – Clark reviewed the Long Range Plan. She had questioned education for staff. It was reported staff does attend some webinars. Clark also questioned weeding. It was reported the staff is weeding. Alexander has run some reports to help

with the weeding process. There were no changes. The Long Range Plan was accepted as reviewed.

Service to Patrons with Disabilities Policy – Massarolo reviewed the Service to Patrons with Disabilities Policy. There were no changes. The Service to Patrons with Disabilities Policy was accepted as reviewed.

Prevailing Wage Act Policy – Massarolo reviewed the Prevailing Wage Act Policy. There were no changes. The Prevailing Wage Act Policy was accepted as reviewed.

Records to be Retained Policy – Massarolo reviewed the Records to be Retained Policy. It was questioned if we follow the directives from the Local Records Unit/Record Management Section from the State Library. It was stated the library does. It was recommended to attach a copy of the directives to the policy. The Records to be Retained Policy was accepted as reviewed with a copy of the directives to be attached.

Immigration Compliance Policy – Massarolo reviewed the Immigration Compliance Policy. There were no changes. The Immigration Compliance Policy was accepted as reviewed.

Disaster Recovery Plan – Clark reviewed the Disaster Recovery Plan. She had questioned if the staff knew how to shut off the water, electric and gas. Alexander stated she will review with staff at the next staff meeting. There was some discussion regarding backing up the computers and keeping a copy off site. The Disaster Recovery Plan was accepted as reviewed.

Installation of Upgraded Handicap Door Access – Alexander reported the receivers in the doors were replaced.

New Business – New Director Probationary Review – It was noted it was time to complete the probationary review. This was discussed at the end of the meeting.

Ordinances and Resolutions - Review and Prepare FY 18-19 Board Meeting Calendar – The meeting calendar was reviewed. This will be discussed at the May meeting.

Review and Prepare FY 18-19 Holiday Schedule – The Holiday schedule was reviewed. This will be discussed at the May meeting.

Correspondence – Alexander reported the library had received a thank you from the Colona Methodist Church for participation in the Annual Giving Tree. She also reported Living Lands and Water sent a thank you for the \$50 donation to them.

Service Animal Policy – Alexander reported a policy for service animals will need to be developed. This was discussed and decided to obtain information for a policy and discuss at a future meeting.

Further Business – Future Improvements – A list of long range plan items was reviewed. It was noted the water heater needs to be replaced. Alexander was obtaining bids. After discussion Rizzolo made a motion to replace the water heater with the cost not to exceed \$627. Massarolo seconded the motion. All present were in favor and the motion passed. There was discussion regarding installing crash bars on the east and west outside doors. This would allow someone to leave when the doors are locked. Two bids had been received and these were reviewed. It was decided to obtain some more information and confirm the quotes. Other items were also discussed. It was recommended to review these items with staff and prioritize them with prices. Alexander reported three exit lights had been replaced as well as three emergency lights at a cost of \$408.

Upcoming TIF Meeting – There is a TIF meeting on March 23rd. Alexander and White will attend.

RAILS Board Opening - Alexander reported a position on the RAILS Board is opened if anyone is interested.

Magazines – Black Hawk Bank and Trust is purchasing 9 magazines for a two year period from EBSCO. They will pay for half of the cost.

Director's Evaluation – Alexander was excused. The Board discussed the probationary period including changes and improvements which have been made. It was recommended to continue Alexander's employment and to increase her salary as was stated at the time of hiring.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

The next meeting will be held May 8, 2018 at 6:30 p.m.