

May 8, 2018

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

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

The March 13, 2018 minutes were approved by consensus with the following correction: Black Hawk Bank and Trust were asked to consider an EBSCO purchase/donation plan for magazine.

The Treasurer's reports for March and April were reviewed and discussed. In March it was noted the balance for fines and copier was negative because there was a double entry in February which was corrected in March. The miscellaneous purchase was for pizza on the shelf moving day. It was noted the per capita grant was received in April. There was money spent from building improvements which included the hot water heater being replaced, exit lights and emergency lights were fixed in the building. There was a \$250 donation to the Adult Summer Reading program from Miller Trucking & Excavating. There was also a \$329 added to the memorial fund from Percy "Tom" Andress. The March and April treasurer's reports were approved by consensus.

Alexander presented the Children's report. Sixty-two people attended the reading program in March and sixty-one in April. Planning for the summer reading program has begun. Friends of the Library purchased and donated books to the Colona School pre-K and kindergarten graduates.

Alexander presented the Director's report. The two coloring nights were well attended. The Police department held a program on scams. Decker completed his FOIA and OMA certification. Staff attended a webinar on sexual harassment. TruGreen was hired to apply fertilizer to the landscaping. The library received an award for \$2,400 from the Back 2 Books grant.

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

Old Business – Education Reimbursement – There was discussion regarding education reimbursement. There was discussion regarding the percentage of reimbursement. Rizzolo recommended 75% reimbursement. It was also recommended to review the summary of the education reimbursement plans and send comments to Alexander for discussion at the next meeting.

College of Dupage – LTA program – Alexander reported the College of Dupage has an online LTA program. There are 9 classes which would take approximately three years. The cost of the program was approximately \$5,000.

Building Improvements – Alexander reported Becker and Becker replaced the old water heater for \$627. There were three LED exit lights and two LED emergency lights replaced. Doors, Inc. quoted a bid of \$1,890 to put crash bars on the exterior doors and rekey all the doors. East Moline Glass quoted a bid of \$1,300 to put the crash bars on the exterior doors. They will not rekey the doors. After discussion Koska made a motion to accept the Doors, Inc. quote of \$1,890 to put crash bars on the two exterior doors and rekey the doors as described in their quote. White seconded the motion. All present were in favor and the motion passed.

New Business - Adopt Non-Resident Fee – This fee is charged to anyone who doesn't live in our district and would like a library card at our library. There was discussion regarding the calculation of the fee. Alexander will complete the calculation to determine the amount. Koska made a motion to adopt the Non-Resident Fee based on the calculation to be done. Reiger seconded the motion. All present were in favor. The motion passed. (Note: The non-resident fee will be \$100 based on the calculation.)

Suggested Budget Changes – Board members were asked if there were any suggested budget changes. The headings on the treasurer's report were reviewed. There were no budget category changes. The suggested budget was reviewed. After discussion it was recommended Koska help Alexander with the tentative budget.

Building Improvements – Alexander reported the furnace needs to be replaced. There was a bid from Bornhoeft to replace the furnace at a cost of approximately \$2,100. After discussion Koska made a motion to have Bornhoeft schedule the furnace replacement. White seconded the motion. All present were in favor. Aaron Hoste was hired to do the lawn care. Alexander is getting bids to clean the carpet. One quote obtained was \$650 with scotchguard. They would clean the carpet on Sunday. It was recommended Alexander obtain a second bid and this will be discussed at the next meeting.

Service Animal Policy – Alexander presented a service animal policy.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

Annual Meeting

The annual meeting was called to order at 8:10 p.m. by White.

Holiday schedule – The holiday schedule was reviewed and accepted.

Meeting Dates and Times – The meeting dates and times for fiscal year 2018-2019 were reviewed as presented in Ordinance 18-02. White made a motion to accept the meeting dates and times as presented in Ordinance 18-02. Reiger seconded the motion. All present were in favor and the motion passed.

Director's University – Alexander is planning on attending the Director's University in June for \$125.

Back 2 Books Grant – Alexander reported the library received \$2,400 grant. This must be spent by September and used to purchase young adult books, books by Illinois authors, and books for adults.

Tiffani Smith/Morgan Quinn – Tiffani Smith is a teacher at Colona Grade School. She encourages her students to do a community service project. Morgan Quinn wanted to donate some used books. Alexander recommended she give some to Colona Clinic or the Food Pantry. Thank you notes were received from Phyllis Von Arb and Angie Snook.

Director's Evaluation – It is time to complete the Director's evaluation. A copy of the evaluation will be distributed and members were asked to return them to Hughes.

Long Range Plan Items – The long range plan items were briefly reviewed. It was recommended to discuss these at the next meeting.

Library Walk Through – It was recommended to complete this at the next meeting since it was dark outside.

Election of officers – Koska made a motion to keep the slate of officers the same for the next year. White seconded the motion. The slate of officers nominated were Hughes, president; White, vice-president; Clark, treasurer; and Massarolo, recording secretary. All present were in favor. The motion passed.

Further Business – A-Z World Food Bank – Alexander reported the A-Z World Food Bank is available for review.

Credit Cards – There was discussion regarding credit cards and the limits. Alexander received a credit card for April Hoste to use with a \$2,000 limit.

Laptop – There was discussion regarding purchasing a laptop at a cost of approximately \$800. This would be useful for programs. White made a motion to purchase a laptop for approximately \$800. Rizzolo seconded the motion. All present were in favor and the motion passed.

PrairieCat Meeting – At the RAILS meeting it was recommended to expunge any patrons whose cards were expired for more than 7 years and fines greater than \$10.

Audit – It was reported an audit had been done when Von Arb retired. It was recommended to do another audit after Alexander has been here a year. Rizzolo made a motion to do another audit. Koska seconded the motion. All present were in favor and the motion passed.

The annual meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary