

October 09, 2018

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

The regular meeting was called to order at 6:40 p.m. at the Colona District Library by Hughes.

There were no visitors.

The August 14, 2018 meeting minutes were reviewed. It was recommended to change the last sentence under the Annual Financial Statement for Publication to read it will be published per statute. A motion was made by White and seconded by Reiger to approve the minutes with the change. All present were in favor and the motion passed.

The Treasurer's reports for August, and September were reviewed. It was noted the second levy payment from the county was received in September. The furnace was paid in September. It was reported the first part of the audit expense was also paid in September. The Treasurer's reports were approved by consensus.

The Youth Services reports from August and September were presented by Alexander. The Head Start, Colona Elementary Pre-K and After School programs were started in August.

Alexander presented the Director's reports for August and September. There was a FOIA request from SmartProcedure was received. They were interested in who the library's vendors are. The request was met. Several programs were offered. The staff attended the PrairieCat User's Group Day at the TaxSlayer Center. Upcoming events include a flu program on October 18, Fall Fest on October 27, Chocolate Manor on November 5, and Crafts and Christmas ornaments on December 1.

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

Old Business – Circulation Policy – Koska and White reviewed the Circulation Policy. They recommended some minor changes. These were reviewed and policy was accepted with the changes.

Internet Policy – Koska will review for the January meeting.

New Business – Adopt and Publish Resolution to Levy 0.02% Tax –The Resolution to levy 0.02% tax was reviewed. This will be published in the paper. Koska made a motion to adopt Resolution 18-01 to levy 0.02% tax. Massarolo seconded the motion. All present were in favor and the motion passed.

Adopt Levy Ordinance – The Levy Ordinance was reviewed. There was discussion regarding the amount which was on the levy ordinance last year and the amount this year.

There was also discussion on the amounts in the funds. It was recommended to change the total levy amount and adjust the corporate, building and working cash funds. Koska made a motion to adopt Levy Ordinance with the recommended changes. Reiger seconded the motion. All present were in favor and the motion passed.

Review of Trustee Facts File Chapters 6-10 – The members reviewed and discussed the Trustee Facts File Chapters 6-10.

JJ's List of Disability Awareness Training – The webinar on JJ's List of Disability Awareness Training was watched and discussed.

Review of Technology Plan – Koska reviewed the Technology Plan. Some minor wording changes were recommended. The Technology Plan was accepted with the changes.

Set Date for Long Range Planning – It was recommended to send the Long Range Plan to the Board members and this will be discussed in January.

PA100-0875 Changes to Non-resident card – There was a minor wording change discussed. The staff will be informed of the change.

PA100-0746 Trustee Election Eligibility – Alexander reported in order to be eligible to be a Trustee the person must live in the district for one year and not be delinquent in their taxes.

Review/Update/Approve Library Use Policy in January 2019 – Koska will review the Library Use Policy for the January meeting.

Review/Update/Approve Patron Confidentiality and Behavior Policy in January 2019 – Massarolo will review the Patron Confidentiality and Behavior Policy for the January meeting.

Leave of Absence – Alexander has joined the Human Resources section of RAILS. She presented a proposed employee medical leave request. This request and forms were reviewed and discussed. Koska made a motion to approve the Employee Medical Leave Request. White seconded the motion. All present were in favor and the motion passed.

Further Business – None.

The next meeting will be held on January 9, 2019 at 6:30 p.m.

The meeting was adjourned at 9:00 p.m.  
Respectfully submitted,

Charlene Massarolo, Secretary