

August 13, 2019

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

The budget hearing was called to order at 6:30 p.m. at the Colona District Library. There were no visitors.

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

The June 11, 2019 meeting minutes were approved by consensus.

The Treasurer's reports for June and July were reviewed. Clark reported there was money transferred from the building fund to the general fund in June. The first levy payment was received in July. The Library also received money for the hail damage to the roof in July. A payment was made for the seal coating of the parking lot in July. The June and July Treasurer's reports were approved by consensus.

Friends of the Library FY 18/19 Year-End Report - Alexander shared the Friends of the Library FY18/19 Year-End report. It was reported the auditor requires the Board to review the report. This was reviewed with no issues.

Youth Services' Report - Alexander presented the Youth Services' reports for June and July. The Summer Reading program was a success. There were 303 participants. There were 6 raffle basket winners and 7 overall winners of the program. The total attendance for all the programs was 403.

Director's Report - Alexander presented the Director's reports for June and July. Crew Roofing was contacted about the roof damage. Carpet and paint samples were reviewed. There was discussion about a hump in the concrete footer between the original library and the first addition. Seventy-one adults participated in the Summer Reading program. There were several programs for the adults. There was discussion regarding updating the circulation desk. There is a grant opportunity this fall. The parking lot was sealed and striped.

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

Old Business – Roof- New shingles will be installed between September 23<sup>rd</sup> and 27<sup>th</sup>.

Gutter – The gutters will be replaced after the roof is completed. The heat tape will be installed at that time.

Carpet Cleaning – The carpet will be cleaned after the roof and gutters are completed.

Library Walk Through – The library walk through which was postponed was completed. The items that need to be updated were reviewed. There was one light which has a broken section. This will be replaced.

Long-Range Plan – The Long-Range plan was reviewed and discussed. No changes were made.

Library Use Policy – The Library Use policy was reviewed and discussed. A section was updated to include scanning and cost. It was revised as presented.

New Business – Accept and Adopt Budget and Appropriation Ordinance 19-02 – The ordinance was reviewed and discussed. There were no changes. Koska made a motion to approve the Budget and Appropriation Ordinance 19-02 as presented. White seconded the motion. All present were in favor and the motion passed.

Publish Annual Financial Statement – Alexander presented the annual report for publication. This was reviewed and discussed. It was agreed to publish the annual FY 18/19 financial report. The Chief Fiscal Officer Certificate of Estimate Revenue was reviewed.

Transfer FY18/19 Funds – Alexander reported the General Fund amount of \$3,985 would be transferred to the Special Reserve Fund.

Approve IPLAR – The Illinois Public Library Annual Report was completed and reviewed. Alexander reported Reiger had reviewed this prior to the meeting and reported there were no changes.

Truth in Taxation – The Truth in Taxation was reviewed and discussed. Alexander presented information on proposed income and expenses for a six-year period. There was discussion on how to handle the levy in the future and the increase in minimum wage.

Reimburse April Hoste – LTA Class – Alexander reported Hoste had completed another class during the summer. Koska made a motion to reimburse Hoste at 75% according to the policy. White seconded the motion. All present were in favor and the motion passed.

Review Reference Policy – Alexander reported Rizzolo had reviewed this prior to the meeting and reported there were no changes necessary. The Reference Policy was accepted as reviewed.

Library Renovation Estimates – Alexander presented some costs for renovation of the library which included new carpet/tile, painting, pod storage cabinets, concrete work, computers, etc. Approximate costs would be a little over \$70,000. There is a potential for an ADA grant from the State. This grant would be a matching grant up to \$35,000. It was recommended to apply for the grant.

Assign Review of Spending Policy – Koska stated she would review the Spending Policy for the October meeting.

Further Business – CDs Renew – Rates – Alexander reported the CDs are due on September 17<sup>th</sup>. She reported the rates at various institutions. It was recommended to form a subcommittee to check on the interest rates and reinvest the two CDs. White made a motion to form a finance subcommittee with Alexander, Clark, and Koska and they have approval to review and reinvest the CDs. Massarolo seconded the motion. All present were in favor and the motion passed

Sonic Wall – Alexander reported the Sonic Wall needs to be replaced by September 2020. The cost will be approximately \$2,000 and \$500 for an access point. Kacy Kelly recommends doing this in the Spring of 2020. It was recommended to discuss this at the January meeting.

Chapter 11 – Appendices – Copies of Chapter 11 and the Appendices were emailed to the Board for review for the October meeting. A copy will be placed in the Board basket for members to review and initial if they wish.

Fiduciary Paperwork – Alexander presented some paperwork that she prepared which lists how bills are paid, who does deposits, etc. It was recommended to have this be a Library Fiduciary Procedure and put it on the calendar for periodic review.

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

Respectfully submitted,

Charlene Massarolo, Secretary