

January 08, 2019

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

The regular meeting was called to order at 6:40 p.m. at the Colona District Library by Hughes. No visitors were present.

The meeting minutes from October 9 were reviewed. The minutes were approved by consensus.

The Treasurer's reports for October, November, and December were reviewed. Building expenses included the furnace, carpet cleaning, and asphalt repairs. Miscellaneous expenses included Human Resources Management and some chairs. In December \$4000 was received from the Lowell N Johnson Charitable Foundation. This is the second year we have received money from this Foundation. It is to be used for programs and projects. The treasurer's reports were approved by consensus.

The children's report from October to December was reviewed. Story time attendance for the three months was 187. The After School program and Pre-K Story time at the school had an attendance of 797 for the three months.

Alexander presented the Director's report for October to December. Several programs were held and were well attended. Cheri Bustos visited the library and delivered books from the Library of Congress Surplus Books Program. Alexander and Jodi Verbeck from the school are working on a joint grant using Scholastic's REAL program. Hoste and Alexander attended the Delegate meeting. The library joined Find More Illinois. This program will "go live" in February or March. A FOIA request was received and granted. A second request was received and partially granted. Personal information was redacted and explanation was given for information not available.

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

Old Business – Set Date for Long Range Planning – It was decided to hold the Long Range Planning meeting on February 12<sup>th</sup> at 6:30 p.m.

Staffing – Children's and Youth Services Assistant – Alexander reported she had received a few applications for this position. There was also discussion about having an intern fill the position. It was felt an intern would not provide consistency since they would change periodically. Alexander will set up interviews.

Leave of Absence Procedure – The Leave of Absence Procedure was reviewed and will be added to the Personnel Policy section with the other leave information.

Internet Policy – Koska reviewed the Internet Policy. She recommended adding the word “pirating” under the unacceptable use. She also recommended that parents be notified under the E-mail, instant messaging and Internet Chat paragraph if the minor’s safety or security is at risk. Another recommendation was to add “in advance” under the Library procedures relating to Internet and computer usage if a patron has a special word processing or research requiring more than one hour. The recommendations were approved and will be added to the Policy. The Internet Policy was reviewed and updated as noted.

New Business – Patron Confidentiality Policy – Massarolo reviewed the Patron Confidentiality Policy. There were no changes and the policy was accepted.

Patron Behavior Policy – White reviewed the Patron Behavior Policy. It was recommended to delete part of the last sentence which stated “the secretary shall maintain a certified copy in the official records.” The Patron Behavior Policy was reviewed and updated as noted.

Library Use Policy – White reviewed the Library Use Policy. It was recommended to include mentioning the Patron Behavior Policy within this policy. The Library Use Policy was reviewed and updated as noted.

Assign Freedom of Information Act – White will review this for the March meeting.

Assign Blood borne Pathogens Policy – Massarolo will review this for the March meeting.

Illinois Comptroller Annual Financial Review – The Illinois Comptroller Annual Financial report was reviewed and accepted.

Hoffman Tranel Audit – The Hoffman Tranel audit was reviewed. There were no issues. The Hoffman Tranel Audit was accepted.

Tuition Reimbursement – Alexander reported Hoste had completed one semester with a grade point average of 4.0. Clark made a motion to reimburse Hoste 75% of the tuition cost for the semester. Koska seconded the motion. All present were in favor and the motion passed.

Furniture – Alexander reported there were more chairs which needed to be replaced. It was noted the money could come from the building fund. It was recommended to obtain prices for recovering the chairs and for purchasing them new.

Salary Ranges for Jobs – Alexander presented salary ranges for the positions in the library. These were discussed. It was recommended to combine the cataloger and tech services positions into one.

Lowell N. Johnson Charitable Fund – Alexander reported the library had received \$4,000 for programs and projects from this fund this year.

Further Business – Alexander reported the library had received a letter from the State of Illinois regarding road work on Route 84. There will be an informational meeting on this held on Wednesday at the Scott Family Park.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

Next Board Meeting – March 12, 2019 at 6:30 p.m. with a Long Range Planning Meeting on February 12, 2019 at 6:30 p.m.