

June 11, 2019

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

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

The May 7, 2019 meeting and annual minutes were approved by consensus.

The Treasurer's report from May was reviewed. It was reported the cost of the vacuum was listed under the maintenance supplies. There was discussion of addition of workplace violence expense coverage for \$28 a year. There was also discussion of taking six hours of the Director's hours a month out of the general liability expense fund. The hot spot renewal expense was \$501.75. The report was approved by consensus.

Alexander presented the Children's report for May. There were 135 children in Head Start, 208 children in Pre-K, 64 children in the after school program, and 42 children during the library story times. The summer reading program is finalized with six performances, three speakers, and two special events. The library held a free comic book day event in May by partnering with Mellow Blue Planet from Rock Island.

Alexander presented the Director's report for May. There were several adult programs in May. Furniture arrived and was installed. FW Asphalt will work on the parking lot in June. The audit will be done on July 30th.

The Children's and Director's reports were approved by consensus.

Old Business – Rock River Electric Gutter Heat Tape Quote – Alexander reported the cost of operating the gutter heat tape would be approximately \$5 a day. It is turned on by a circuit breaker. It was recommended to turn it on before the first freeze and leave on until spring. Rock River Electric would furnish and install the tape at the front entry for approximately \$3,300. Massarolo made a motion to accept the bid from Rock River Electric. Rizzolo seconded the motion. All present were in favor and the motion passed.

FW Asphalt – The parking lot would be fixed and striped for \$1,800. This will be done in June.

New Business – Prevailing Wage Rate – Alexander reported as of January 2019 there is no longer a need for the library to establish a prevailing wage rate. The Department of Labor is no longer requiring the paperwork. The library will not establish an ordinance, file paperwork with the Department of Labor and county, and publish it in the paper.

Review Open and Closed Session Minutes – There were no closed sessions in the past year so there were no minutes to review. At every open meeting the minutes from the previous meeting are reviewed.

Assign Review of Minutes for IPLAR – Alexander will complete the report for the Illinois Public Library annual report and let the Board members know when it is ready for review.

Review Wages – Alexander presented the proposed wages for employees which included the increase in minimum wage requirement. There will be no percentage of increase this year due to the minimum wage increase. Massarolo made a motion to accept the wages. Rizzolo seconded the motion. All present were in favor and the motion passed.

Circulate and Discuss the Tentative Budget – The Tentative Budget was reviewed and discussed. There was discussion regarding the expenses and revenue. The increases and decreases in line items were discussed. Alexander mentioned considering doing a truth and taxation levy for 15%-25% if we want to levy more for next year. It was decided to discuss this at the August meeting when more members are present. There was discussion regarding salary caps and cutting hours of operation. Rizzolo made a motion to adopt the tentative budget as presented with the director working 36 hours a week. Reiger seconded the motion. All present were in favor and the motion passed.

Review of FOIA and OMA Policy Officer Names – Alexander reported she and Roger Decker are the officers for the Freedom of Information Act and Open Meeting Act.

Director's Evaluation – The Director's Evaluation was reviewed and discussed. Board members are to complete the evaluation and give to Hughes as soon as possible.

Publish Notice of Budget Hearing – The Budget Hearing will be held at the August meeting. Alexander will complete this on Wednesday.

Clean Carpet – It was reported Jason Boone will clean and scotch guard the carpet in August for \$650. This will be completed after the heat tape has been installed.

Pay Identified Building Fund accounts from General Fund – Rizzolo made a motion to pay identified building fund accounts from the general fund. Reiger seconded the motion. All present were in favor and the motion passed.

Transfer General Fund money to the Special Reserve Fund – It was reported the general fund will be transferred to the special reserve fund at the end of the year. Reiger made a motion to transfer the general fund money to the special reserve fund at the end of the year. Rizzolo seconded the motion. All present were in favor and the motion passed.

April Hoste CE Reimbursement – There was discussion regarding the reimbursement for classes which Hoste has taken. It was decided to reimburse her at 75% according to policy.

SBM Furniture Bill – Alexander reported the furniture bill was received. It was for \$10,106.88 which included the delivery and set up of two chairs and all the tables.

Superior Gutter Proposal – A proposal to replace the gutter on the south side for \$500 was received from Superior Gutter. There was discussion about damage to roofs in the area due to some storms. It was recommended to have someone look at the roof and gutters for damage before proceeding.

Costs for Excessive Scanning – There was discussion regarding a proposal for costs for scanning pages. Currently there is no charge. The proposal would be the first 25 pages would be free and it would cost 5 cents a page after 25. It was recommended Alexander complete a proposal and add it to the library use policy. This will then be reviewed at the August meeting.

Further Business – Long Range Plan and Library Walk Thru – It was noted these have not been completed at the last two meetings. It was recommended these be added to the agenda for the August meeting.

Review Reference Policy – Rizzolo will review the Reference Policy for the August meeting.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary