

March 12, 2019

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 6:35 p.m. at the Colona District Library by White.

Bailey Hager, the new children's and youth services assistant, was introduced. .

The January 8, 2019 meeting minutes were approved by consensus.

The Treasurer's reports for January and February were reviewed. It was reported the insurance for the three policies was paid in January. Two CDs will mature in September. The cost of the internet access increased. We will have to levy for the working cash fund in the fall. The treasurer's reports were approved by consensus.

Alexander presented the Children's reports for January and February. For January and February there were 178 children in Head start, 232 in the Pre-K program, 64 in the after school program and 95 attended the library story time.

Alexander presented the Director's reports for January and February. There was another Freedom of Information Act request received. Friends of the Library purchased books for the Head start participants. Staff attended a CPR, AED, and First Aid course offered by Hammond-Henry Hospital. Due to weather the library was closed for two days, opened late 1 day and closed early 2 days. Permission was received from the Illinois State Library to remove and shred approved library records. The circulation report was reviewed. Monthly value of the library from July 2018 to January 2019 was reviewed and discussed.

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

Old Business – Staffing – Children's and Youth Services Assistant – Bailey Hager was hired for this position.

Set date for long range planning – It was decided to hold the long range planning meeting on April 9th at 6:30 p.m.

New Business – Freedom of Information Act Policy– Koska and White reviewed the FOIA policy. It was recommended to delete some pages, reorder the dates, and to check the part-time employees. The Freedom of Information Act policy was approved with the updates.

Bloodborne Pathogens Policy – Massarolo reviewed the Bloodborne Pathogens policy. It was recommended to reword with bullet points and work with staff on training on this

policy. Alexander will check the wording with other library policies and send back to Massarolo to review again. This will be discussed again at the May meeting.

Update Calendar – The calendar was updated with new dates for the next year as well as what is to be discussed at the meetings. The updated calendar was approved.

Furniture – Alexander reported most of the furniture was purchased in 1973. She presented information on moveable tables and chairs. The total cost would be approximately \$17,800 for all the proposed furniture. No decision was made at this time.

Roof near front door – A bid for heat tape to help with the ice by the front door was presented. It was recommended to get another bid.

Notary – Alexander reported there was a cost of \$100 for a notary. After some discussion it was decided not to proceed with a notary at the library.

Weather closures staff remuneration – Alexander presented a proposed policy statement for compensation for staff when the library is closed due to weather. This was discussed and some minor word changes were recommended. Rizzolo made a motion to approve the policy statement for compensation for staff when the library is closed due to weather with the discussed wording changes. Reiger seconded the motion. All present were in favor and the motion passed. Koska made a motion to go back and compensate staff with vacation days on the days missed. Reiger seconded the motion. All present were in favor and the motion passed.

Incremental increase to minimum wage – Illinois approved an increase in minimum wage. The first step is to increase it by \$1 by January 2020. The next step is \$0.75 by July 2020. There was discussion on how to increase the wages fairly for current employees. There was also discussion on the library decreasing hours. This will continued to be discussed.

I-84 Proposed Improvement – There was discussion about the proposed improvement along I-84. There needs to be discussion on what to do with the property within the next four years. There was discussion on removing the culvert.

Further Business – May Meeting Date – The May meeting will be held one week earlier due to Alexander being gone the second week of May. It will be held on May 7, 2019 at 6:30 p.m.

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

Respectfully submitted,

Charlene Massarolo, Secretary