

March 12, 2024

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

The regular meeting was called to order at 6:35 p.m. at the Colona District Library by Hughes.

There were no visitors.

The January 16, 2024 meeting minutes were approved by consensus.

The Treasurer's reports for January and February were reviewed. In January it was reported Crew Roofing fixed an ice jam on the roof near the entry way. The annual membership for OverDrive was paid. It was recommended the library do some classes on OverDrive for patrons. In February the annual payment for large print books was made. Also, the snow removal from the storms in January was paid. Painting supplies were paid from the special programs fund. It was reported we are 66% of the way thru our budget year. It was noted that we may have to look at increasing the copier and ink fund in the next fiscal year. The library is now paying monthly for what is used instead of estimating use. The treasurer's reports for January and February were approved by consensus.

Hoste presented the Youth Services reports for January and February. The upcoming programs were listed as well as the displays which were done. Work is being done for the Summer Reading program. Donations are being received. Programs at the school and preschool are going fine. For January the attendance for the library story time was 51, and there were 57 for February.

Hoste presented the Director's reports for January and February. She reported on the past and future programs. It was noted the library would receive some TIF money after June 1<sup>st</sup>. Hoste reported she is investigating Hoopla as an alternative for audiobooks.

Hoste applied and was accepted for the Directors University 2.0 at Starved Rock in April. It was noted she will be at this educational offering the same time as the next Decennial meeting is scheduled. It was recommended to move the Decennial meeting to the next week. Hoste is working on a Library of Things as well as adding Tonie boxes. These boxes have figurines to place on their top which will tell stories or sing songs. Hoste is also going to start a book club towards the end of April.

The youth services and director's reports were approved by consensus

Old Business – None.

New Business –Update Calendar – The calendar for 2024/2025 was reviewed and discussed. It was noted there were a couple of dates which need to be updated. The calendar was approved with the updated dates.

Review Long Range Plan – The Long Range plan was reviewed and discussed. It was recommended to list out public and staff computers as well as the server. The Long Range plan was approved with the changes discussed.

Review Prohibited Gifts Policy – Massarolo and Hoste reviewed the Prohibited Gifts policy. There were no changes at this time. The Prohibited Gifts policy was accepted as reviewed.

Review Drug Free Workplace Policy – Koska reviewed the Drug Free Workplace policy. She recommended several changes. These were discussed. The Drug Free Workplace policy was approved with the changes.

Review Group Policies – White reviewed the group policies. There were no changes to the Records to be Retained and Immigration Compliance policies. There was a change recommended to the Service to Patrons with Disabilities which was discussed. The first two policies were accepted as reviewed. The last policy was approved with the change discussed.

Review Personnel Policy – Hughes reviewed the Personnel policy. There were some changes discussed under the Termination section. It was questioned if the Immigration Compliance policy could be included in this policy. Hoste will investigate. The Personnel policy was approved with the changes discussed

Review Job Descriptions – Clark was to review these. Since she was not present, it was decided to review at the May meeting.

Further Business – Employee Handbook – Pages 7 to 9 of the proposed Employee Handbook were reviewed and discussed. Some recommendations were made as to the order of the employee communication procedure section as well as some wording in the code of conduct and breaches of conduct sections. Hoste was thanked for her work on developing the Employee Handbook.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

Next Board Meeting – May 14, 2024 at 6:30 p.m.