

March 9, 2021

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

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

The January 12, 2021 meeting minutes were approved by consensus.

The Treasurer's reports for January and February were reviewed. It was reported the second payment for Prairie Cat was made. Carpetland was also paid. The Johnson Grant funds were received. Rieger reviewed the statements and there were no issues. The treasurer's reports were approved by consensus.

Hoste presented the Director's report for January and February. Renovations were completed. Hoste has started to plan for the Summer Reading program. Two programs are being planned for July. Staff have been putting together bags with crafts and trinkets for children to take home. The Illinois State Library certification has been completed. Mats were purchased to be placed under some of the chairs.

The director's report was approved by consensus.

Old Business – Renovation – Hoste reported everything has been completed and paid. There is some money left since the project came in a little under budget. Hoste asked if Alexander could come in and help complete the paperwork and see if the left-over money could be used for another project. It was agreed that Alexander could be contacted to see if she would come in and assist in finishing the paperwork. She would be paid for her time.

New Business – Update calendar – The updated calendar was reviewed. Hoste had updated the date and years to review policies.

Review Strategic Plan – The Strategic Plan was reviewed and discussed. There were no changes. The Strategic Plan was accepted.

Review Prohibited Gift Policy – Clark reviewed the Prohibited Gift Policy. There were no changes. She did ask if the Ethic Officer was appointed. The Ethic Officer is appointed annually at the May meeting. It was recommended to add this to the calendar so the Ethic Officer is appointed the same time as the other Officers. The Prohibited Gift Policy was accepted.

Review Drug Free Workplace Policy – Clark reviewed the Drug Free Workplace Policy. There were no changes. She did ask if the Appendix was posted since the new

renovations. Hoste will verify that it is posted. The Drug Free Workplace Policy was accepted.

Review Job Descriptions – White reviewed the Job Descriptions. There were no changes. There was discussion regarding combining the Library Assistant Inter-Library Loan and OCLC; Library Assistant Social Media, Graphic Novels, and Videogames; and Library Assistant into one Library Assistant job description. Hoste will review, update as necessary, and present at the May meeting.

Review Personnel Policy – Massarolo reviewed the Personnel Policy. It was recommended to change the word “district” to “library” in the policy. There were also some grammar changes. It was recommended to delete the Custodian section since we no longer have a custodian. At the end of the policy was the Sexual Harassment Policy. It was noted we have another Sexual Harassment Policy separate from this. It was recommended to delete this section and just have a sentence that says something about refer to the Sexual Harassment Policy. The policy was accepted with the changes mentioned.

Review Long Range Plan - It was recommended that everyone review the Long Range Plan and it will be discussed at the May meeting.

Review Service to Patrons with Disabilities Policy – Koska reviewed the Service to Patrons with Disabilities Policy. She made some changes regarding the wording. The changes were reviewed. The Service to Patrons with Disabilities Policy with the changes was accepted.

Review Prevailing Wage Act Policy- Koska reviewed the Prevailing Wage Act Policy. She made some changes regarding the wording. These were reviewed. Koska reported we no longer have to establish the prevailing wage on an annual basis. The Prevailing Wage Act Policy with the changes was accepted.

Review Records to be Retained Policy – Koska reviewed the Records to be Retained Policy. She made some changes regarding the wording. These were reviewed. The Records to be Retained Policy with the changes was accepted.

Review Immigration Compliance Policy – Koska reviewed the Immigration Compliance Policy. She made some changes regarding the wording. These were reviewed. The Immigration Compliance Policy with the changes was accepted.

Covid-19 Policy - Hoste attended a webinar on Covid-19. She developed a Covid-19 Policy. This was reviewed. There were some minor changes made. The Covid-19 Policy with the changes was accepted.

Further Business – It was mentioned that a 90-day evaluation was due for Hoste. It was noted the Board has been satisfied with Hoste’s performance. Salaries will be discussed at the May meeting. Hoste was asked if she needed anything from the Board. She stated she couldn’t think of anything at this point.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary