

January 10, 2023

The Colona District Library Board met with Clark, Hughes, Koska, Massarolo, Rieger, White, and Director Hoste physically present. Rizzolo was 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 October 11, 2022 meeting minutes were reviewed. The minutes were approved by consensus.

The Treasurer's reports for October, November, and December were reviewed. It was reported the returned check from the air conditioner bill was listed as a capital asset. The audit was paid. The majority of our revenue has been received. The Henry County Ad Hoc grant was received in November. This will be used for new computers. The repairs to the parking lot and large print book fee were paid. In December the new computers were purchased. The treasurer's reports were approved by consensus.

Hoste presented the Youth Services' reports for October, November, and December. The October Fall Festival was held in October. Birth to Five came in November and led a story time session and crafts. Santa came in December. Elf on the Shelf was done again this year. Work on the Summer Reading Program has begun.

Hoste presented the Director's reports for October, November, and December. The parking lot was repaired and sealed. Hoste attended the Delegate Assembly in LaSalle, IL in October. The library received the Lowell N. Johnson Foundation donation again this year. This money will be used for the Summer Reading program. The library will be closed on February 10th for CPR and AED training. There was discussion regarding some employee resignations and hiring.

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

Old Business – Review Constitution and By-Laws – Clark and Hoste reviewed the Library's Constitution and By-laws. Changes were made to the format. The duties of the Officers were reviewed and discussed. Some changes to the duties were made. The Library's Constitution and By-laws were approved with the recommended changes.

New Business – Review Spending Policy and Fiduciary Responsibilities – Koska reviewed the Spending Policy and Fiduciary responsibilities and made some recommendations. After discussion the Spending Policy and Fiduciary responsibilities were approved with the changes.

Review of Materials Selection Policy – White and Hoste reviewed this policy and made some recommendations. The Procedure for Handling Formal Complaints was also reviewed and discussed. After discussion the Materials Selection Policy and the Procedure for Handling Formal Complaints were approved with the changes.

Tuition Reimbursement – Brown has completed her first semester of her library classes. Clark made a motion to reimburse Brown 50% of the tuition for her first semester. Rieger seconded the motion. A roll call was completed and everyone present was in favor. The motion passed.

Assign Review of Investment Policy – Rieger will review this policy.

Orientation Program for Board Members – Hoste presented some information on an orientation program for new Board members. It was felt this was a good program. Board members were asked to review and be prepared to discuss at the March meeting.

Discuss Security Camera Policy – Hoste developed a Security Camera policy. Board members were asked to review and be prepared to discuss at a future meeting.

Discuss Filming and Photography Policy – Hoste developed a Filming and Photography policy. Board members were asked to review and be prepared to discuss at a future meeting.

Further Business – It was noted there was an increase in employees' wages in January as previously approved.

There was discussion about what some other libraries are doing to attract patrons. Examples of some items are food preparation tools, yard work tools, etc. It is being called the Library of Things. There was discussion about liability as well as items not being returned. It was recommended to think about different ideas on items the library could purchase and check out.

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

Respectfully submitted,

Charlene Massarolo, Secretary

Next Board Meeting – March 14, 2023 at 6:30 p.m.