

May 11, 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 6:30 p.m. at the Colona District Library by Hughes. No visitors were present.

The March 9, 2021 meeting minutes were approved by consensus.

The Treasurer's reports for March and April were reviewed and discussed. It was noted the Kiwanis Club of East Moline-Silvis donated \$200 to the Summer Reading program. Magnets with the Library's information were purchased. Landscaping fees were paid to TruGreen. The 4th quarter bill to PraireCat was paid. Money was paid to Sara Alexander for consulting on the grant paperwork. There was no activity on the money market accounts. Rieger reviewed the statements and there were no issues. The treasurer's reports were approved by consensus.

Hoste presented the Director's report. Story time videos continue to be posted weekly. The staff put together some spring bags and they were distributed during March. There was \$6,000 left from the Live and Learn Grant. We received approval to apply that to the office and computer area remodeling. Summer reading program will be June 7 to July 17. RAILS developed sexual harassment training which is a yearly requirement from the State. The majority of the staff has watched it. Hoste will be attending the Illinois Director's workshops. The director's report was approved by consensus.

Old Business – Review Long Range Plan – The list of projects was reviewed. It was recommended to add to review the condition of the roof every five years and to add the alarm system, furnace, air conditioner, and fire extinguishers to the annual check list. The Long-Range Plan was approved with the additions.

Job Descriptions – Hoste combined some job descriptions and has one job description for Library Assistant. It was recommended to reorder the education requirements and add preferable to college degree and LTA with previous library experience. The Library Assistant job description was approved with the recommended changes.

New Business – Adopt Non-Resident Fee – This fee is charged to anyone who doesn't live in our district and would like a library card at our library. Based on the calculation the fee should be \$114.14. Koska made a motion to adopt the Non-Resident Fee of \$114.14 for next year. Clark seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Suggested Budget Changes – Board members were asked if there were any suggested budget changes. It was recommended to delete 605 landscaping wages and 607 maintenance wages since those services are no longer done by an employee.

Director's Evaluation – The Director's evaluation was distributed. It was recommended to complete the evaluation and put it in the Board basket for Hughes by May 31st.

The regular meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Charlene Massarolo, Secretary

Annual Meeting

The annual meeting was called to order at 7:05 p.m. by Hughes.

Election of Officers – Koska made a motion to keep the slate of officers the same for the next year. Rieger seconded the motion. The slate of officers nominated were Hughes, president; White, vice-president, Clark, treasurer, and Massarolo, recording secretary. A roll call was made and everyone present was in favor. The motion passed.

Appoint Ethics Officer – Koska made a motion to appoint Hoste as the Ethics Officer. Clark seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Set Holiday Schedule – The holiday schedule was reviewed. Koska made a motion to accept the Holiday Schedule as presented. White seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Ordinance 21-01 Meeting Dates and Times – The meeting dates and times for the fiscal year 2021-2022 were reviewed as presented in Ordinance 21-01. White made a motion to accept the meeting dates and times as presented in Ordinance 21-01. Rizzolo seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Library Walk Through – It was recommended to put the clock on the wall in the meeting room. It was also recommended to look for a wood tone stand for the new book area. It was felt the library was in good condition with all the remodeling which had been completed.

Further Business - None.

The annual meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

The next meeting will be June 8, 2021 at 6:30 p.m.