

August 10, 2021

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

The budget hearing was called to order at 6:30 p.m. at the Colona District Library. There were no visitors.

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

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

The Treasurer's reports for June and July were reviewed. PrairieCat was paid for the fiscal year. All bills have been for fiscal year 20-21. Adjustments were made for the year end. Rieger reviewed the statements and everything was fine. The June and July Treasurer's reports were approved by consensus.

Director's Report - Hoste presented the Director's report for August. Two new employees were hired. One was for library assistant and the other was children's librarian. July summer reading programs went well. One hundred one people signed up for the reading program. Forty-three turned in their reading logs. A total of 1085 hours of reading was done.

The Director's report was approved by consensus.

Old Business – None.

New Business – Accept and Adopt Budget and Appropriation Ordinance 21-02 – The ordinance was reviewed and discussed. There were some corrections. Koska made a motion to approve the Budget and Appropriation Ordinance 21-02 with the corrections as presented. Rieger seconded the motion. Hughes, Koska, Massarolo, Rieger, Rizzolo, and White voted in favor. Clark was absent. The motion passed.

Publish Annual Financial Statement – Hoste presented the annual report for publication. This was reviewed and discussed. There were some changes. Rieger agreed to review with Hoste before publication. It was agreed to publish the annual FY 20/21 financial report with the corrections after Rieger reviews again.

Chief Financial Officer's Report – The report was reviewed with the estimated revenue. This will be sent to the County Clerk's office. It was recommended that Clark and Hoste review one more time before submitting the report.

Transfer FY20/21 Funds – Hoste reported \$39,622 was transferred from the General Fund to the Special Reserve Fund.

Approve IPLAR – The Illinois Public Library Annual Report was completed and reviewed. It was reported Clark and White were reviewing this. It was recommended to update the email addresses in the report.

Review Internet & Computer Policy – Hughes reviewed the Internet & Computer Policy. He stated there were no changes. The Internet & Computer Policy was reviewed with no changes.

Review Circulation Policy – Koska reviewed the Circulation Policy. She discussed several changes regarding first time library cards, replacement cards, and others. After discussion the Circulation Policy was approved with the recommended changes.

Assign Technology Plan Review – White will review this for the next meeting.

Set Date for Long Range Planning Meeting – It was decided to hold the Long-Range Planning meeting on the second Tuesday in April in 2022 at 6:30 p.m. It was recommended to do the library walk through at that time instead of at the May meeting.

Further Business – Children’s Librarian Credit Card – Hoste asked what the limit should be on the credit card for Brown. It was recommended to have a limit of \$1,000 on the credit card. Koska made a motion to have a limit of \$1,000 on the children’s librarian’s credit card. Rizzolo seconded the motion. All present were in favor and the motion passed.

State Returns to Phase 5 – There was discussion regarding the mask policy and fall events. The Fall Fest was to be held in October, but may but it on hold. It was recommended to wait until September to start the children’s reading program. It was also recommended to follow the Center for Disease Control’s guidelines regarding the use of masks, etc.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary