

January 16, 2024

The Colona District Library Board met with Clark, Hughes, Koska, Massarolo, White, and Director Hoste physically present. 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 November 14, 2023 meeting minutes were reviewed. The minutes were approved by consensus.

The Treasurer's reports for November and December were reviewed. It was reported the public notice amount in November was for the levy resolution. The special programs money in November and December was for the Christmas activities and decorations. The copier and ink supplies were higher due to the actual final count for the year instead of an estimation of pages used. In December the library received \$5,000 from the Lowell Johnson Foundation. The rest of the special programs' revenue was reimbursement for the Santa books from the Friends of the Library. The money from the CD was transferred to the money market at the Blackhawk Bank. It was noted we are half way through the fiscal year. The treasurer's reports were approved by consensus.

Hoste presented the Youth Services' reports for November and December. It was noted Brown will no longer be going to APK Silvis due to change in management. APK TOO! is changing their name to Tiny Friends Preschool and will no longer be affiliated with the Silvis group. Brown is working on a new contract for Tiny Friends Preschool. Several programs were held in November and December. The Santa Letters had a great turnout. There were 90 participants for the Santa program. Story time attendance in November was 83 and in December was 54.

Hoste presented the Director's reports for November and December. There was an issue with AT&T phone service for a week. The library was unable to make or receive calls. Hoste applied for a grant through IEEE Science Kits for Public Libraries. A Winter Reading Challenge was started with bingo cards. Hoste started work on an Employee Handbook as well as an onboarding sheet for new employees. Hoste is working with Office Machine Consultants regarding options for a new copier in the future.

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

Old Business – Disaster Prevention and Recovery Plan – Koska and Hoste reviewed the Disaster Prevention and Recovery Plan. Their recommendations to the Plan were reviewed and discussed. A couple of minor changes to the recommendations were noted. The Disaster Prevention and Recovery Plan was approved with the changes and recommendations.

Meeting Room Policy – Hughes and Hoste reviewed the Meeting Room Policy. There were no changes. It was noted the Meeting Room Policy was reviewed.

New Business – Employee Handbook – Hoste presented the first few pages of the Employee Handbook. There were no changes. Hoste was thanked for working on this.

Long Range Planning – Hoste distributed the Long Range Plan to the board members. This will be reviewed and discussed at the March meeting.

Tuition Reimbursement – Brown has completed two more library classes. She passed both classes. Koska made a motion to reimburse Brown 50% of the tuition for these two classes. Massarolo seconded the motion. A roll call was completed and everyone present was in favor. The motion passed.

TIF Surplus – The Library received a letter from Mayor Donald Ropp regarding a surplus of funds in TIF III – RT 84 and TIF IV – RT 6 and I 80. This money will be distributed to the taxing bodies in the future. It was recommended Hoste call the County Clerk's office to verify the Library is listed as a taxing body in the reimbursement of funds.

Assign Review of Prohibited Gifts – Massarolo will review this policy.

Assign Drug Free Workplace – Koska will review this policy.

Assign Group Policies – White will review these policies.

Personnel Policy – Hughes will review this policy.

Job Descriptions – Clark will review the job descriptions.

Further Business – Trustee Orientation Manual (pages 26-27) – The pages on Continuing Education and Documents were reviewed and discussed. There were no changes. Hoste was thanked for working on the Trustee Orientation Manual.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

Next Board Meeting – March 12, 2024 at 6:30 p.m.