

October 11, 2022

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

The regular meeting was called to order at 6:35 p.m. at the Colona District Library by Hughes. Kim Hoffman from Hoffman & Tranel was recognized as a visitor.

Hoffman & Tranel Audit – Kim Hoffman reviewed the Audit report. She reported there were no significant deficiencies in the report. She reviewed the restricted funds. The budget versus what was actually spent was reviewed. There was some discussion regarding IMRF again this year. She felt we are still underfunded in IMRF. It was noted we had contacted IMRF. She felt we could move some of the miscellaneous fund to the retirement fund. This must be reflected in the budget. She recommended the treasurer review the accounts online as well as the paper statements. Hoffman stated with being a small library it is hard to segregate some duties. It was reported that Rieger is continuing to review the monthly statements as well. Hoffman recommended the Board members who have signing authority for checks should also review the statements and check the signatures on the checks. She also recommended we have safe guards in place with the banks so one person cannot close any accounts. Hoffman was thanked for her presentation.

Illinois Comptroller Annual Financial Review - The annual financial report was reviewed and discussed. Koska made a motion to approve the Illinois Comptroller 2022 Annual Financial report as presented. White seconded the motion. A roll call was done and all present were in favor. The motion passed.

The August 9, 2022 meeting minutes were approved by consensus with one change. The word “grants” was misspelled.

The Treasurer’s reports for August and September were reviewed. It was noted there was the deposit in the special programs fund was for a returned check. The August and September Treasurer’s reports were approved by consensus.

Youth Services’ Report – Hoste presented the Youth Service’s report for August and September. They have been adding new labels to the children’s collection. Brown has started visiting the school again. She is planning a Fall Festival.

Director’s Report - Hoste presented the Director’s report for October. There was discussion regarding issues with the alarm system. Hoste will continue to work on it. The library will be closed early on three Friday nights due to staffing issue. We are short one employee and another is going on vacation.

The Youth Services’ report and Director’s report were approved by consensus.

Old Business – None.

New Business – Adopt and Publish Resolution to Levy 0.02% Tax – The Resolution to levy 0.02% tax was reviewed. Koska made a motion to adopt Resolution 22-01 to levy 0.02% tax for building and maintenance purposes as presented. White seconded the motion. A roll call was made and all present were in favor. The motion passed.

Adopt Levy Ordinance and Resolution – The Levy Ordinance and Resolution was reviewed and discussed. White made a motion to adopt Levy Ordinance 22-03 and resolution. Koska seconded the motion. A roll call was made and all present were in favor. The motion passed.

FW Asphalt Proposal – FW Asphalt proposed to reseal and stripe the parking lot. It was last done in July 2019. Koska made a motion to accept FW Asphalt proposal. White seconded the motion. A roll call was made and all present were in favor. The motion passed.

Decennial Committee – Hoste reported a Decennial Committee must be created by June 10, 2023 due to the local government Efficiency Act. The Committee must consist of board members, two residents, and the director. They must meet three times during an 18-month period. It was decided to place this on a future agenda for further discussion.

Review Constitution and By-Laws – Clark did review the Constitution and By-Laws and shared her recommendations with Hoste. The recommended changes were reviewed and discussed. It was recommended to review again at the next meeting.

Review Ethics Statement – Rieger did review the Ethics Statement and told Hoste she had no recommendations. The Ethics Statement will be noted to have been reviewed with no changes.

Review Ethics Ordinance and Trustee Ethics – Rieger did review the Ethics Ordinance and Trustee Ethics and told Hoste she had no recommendations. The Ethics Ordinance and Trustee Ethics will be noted to have been reviewed with no changes.

Assign Spending Policy and Fiduciary Responsibilities – Koska will review the Spending Policy and Fiduciary responsibilities and report at the January meeting.

Assign Materials Selection Policy – White will review the Materials Selection policy and report at the January meeting.

Further Business – ADHOC American Rescue Plan Grant – Hoste reported the ADHOC Committee met and voted on the amounts they are presenting to the County Board for approval. They would like to award \$18,528 to be used to purchase computers pending the County Board's approval.

Per Capita Grant – Hoste reported the Board members need to review the Illinois Public Library Core Standards as part of the Per Capita Grant requirements. A copy of the Core Standards was given to the Board members. Board members are to review these and let Hoste know if there are any areas for improvement before the January meeting. Any areas needing improvement will then be discussed at the January meeting.

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

Respectfully submitted,

Charlene Massarolo, Secretary

The next regularly scheduled meeting will be held on January 10, 2023 at 6:30 p.m.