

March 14, 2023

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

The regular meeting was called to order at 6:35 p.m. at the Colona District Library by White.

There were no visitors.

The January 10, 2023 meeting minutes were approved by consensus.

The Treasurer's reports for January and February were reviewed. It was reported Microsoft Office software as well as expense for work on the computers were paid with the Henry County Ad Hoc grant. The library received money again this year from the Lowell Johnson Foundation. The annual building and liability insurance bills were paid. The treasurer's reports were approved by consensus.

Hoste presented the Youth Services reports for January and February. Preparation is being done for the Summer Reading program. Brown is adding more displays to the library. Brown is weeding the books and increasing books in the areas of sex education, parenting, and mental health. A new bilingual Playaway has been purchased. Outreach programs at the school and preschool are going fine. For January and February 96 attended the library story times.

Hoste presented the Director's reports for January and February. Hoste is having the internet services changed from Mediacom to MetroNet in June. Hoste attended the Delegates Assembly on zoom. There was discussion regarding eread Illinois and Overdrive. It was recommended to stay with Overdrive. The annual library certification was completed in January. Staff renewed their CPR and AED training in February. A contract was signed with Creativebug to assist with advertising on Facebook. The ALA conference will be held in Chicago in June. Four employees are interested in going. Tickets have been purchased.

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

Old Business – None.

New Business –Update Calendar – There was discussion about having a meeting in November this next fiscal year. It was decided to update the dates of the meetings and add a November date to the calendar. This will be reviewed at the May meeting.

Superior Gutter, Inc. – Hosted reported there had been damage to the front gutter. He security monitor was unclear as to when exactly the damage took place. An estimate from Superior Gutter, Inc. was obtained. Koska made a motion to approve the estimate

for gutter repair from Superior Gutter Inc. for approximately \$850.00. Rieger seconded the motion. A roll call was done and all present were in favor. The motion passed.

Review Strategic Plan – The Strategic Plan was reviewed and discussed. It was recommended to add the celebration of the library being open for 50 years under the history section. The Strategic Plan was approved with the addition of the 50-year celebration.

Review Investment Policy – Rieger reviewed the Investment Policy. She had no changes. The Investment Policy was accepted as reviewed.

Orientation Manual (Role and Responsibilities) – Pages 4 to 7 of the proposed Orientation Manual for Library Trustees were distributed and discussed. Board members were asked to bring any recommendations to this section to the May meeting.

Security Policy – Hoste presented a Security Camera Policy for review and discussion. Koska made a motion to accept the Security Camera Policy as presented. Rizzolo seconded the motion. All present were in favor and the motion passed.

Filming and Photography Policy – Hoste presented the Filming and Photography Policy. The library should have this policy due to the First Amendment Audit. It was recommended to install signs in areas which are for employees only. Clark made a motion to accept the Filming and Photography Policy as presented. Rieger seconded the motion. All present were in favor and the motion passed.

Decennial Committee – Hoste presented more information on the Decennial Committee which must be created by June 10, 2023. There was discussion regarding the requirements. It was recommended Hoste order a few more Library Law books. There was discussion as to who the two residents should be. It was recommended to discuss further at the May meeting. It was recommended to move the May meeting start time to 6 p.m. and have this meeting first and regular library meeting start at 6:30 p.m.

Further Business – Rieger reported the interest rates are changing and she questioned moving some of the library's money to a higher interest-bearing account. It was recommended that Hoste, Clark, and Rieger review the new interest rates and funds and make a recommendation at the May meeting.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

Next Board Meeting – May 9, 2023 at 6:30 p.m. with the Decennial Committee meeting at 6 p.m.