

October 12, 2021

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

The regular meeting was called to order at 6:30 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. The capital outlay was for the renovation and roof. She reviewed the restricted funds. The budget versus what was actually spent was reviewed. There was some discussion regarding IMRF again this year. We are still underfunded in IMRF. Hoffman recommended we discuss moving more money into the IMRF fund. It was suggested to contact IMRF to see how much of an increase would improve our funding. Hoffman stated with being a small library it is hard to segregate some duties. It was reported that Rieger is reviewing the monthly statements now. Hoffman recommended the Board members who have signing authority for checks should also review the statements and check the signatures on the checks. 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 Annual Financial report as presented. Rizzolo seconded the motion. A roll call was done and all present were in favor. The motion passed.

The August 10, 2021 meeting minutes were approved by consensus with one change. In the last paragraph the second line should read ...but may be put on hold.

The Treasurer's reports for August and September were reviewed. It was reported in August the copier and ink supply expense was for two months. The miscellaneous expense was for a DVD. The fire/intruder monitoring expense was for three months. In September the continuing education expense was for an online course. The general liability expense was for the computer protection antivirus. The August and September Treasurer's reports were approved by consensus.

Youth Services' Report – Hoste presented the Youth Service's report from Amanda Brown. Brown was hired to fill the Children's Librarian position. She has been cleaning and sorting supplies in the craft closets, planning story times, and becoming more familiar with the books by re-shelving the books. She is planning a Fall Festival. She is working with APK Too for a story time at the center. She is also working with the school to begin story time again there.

Director's Report - Hoste presented the Director's report for October. She has hired Rick Brammer to make balloon animals and hats at the Fall Festival. She is working with

other libraries to have a live virtual author visit by bestselling author, Chris Bohjalian. Dining Tour books are being sold again this year. She is planning on showing movies during the holiday season. She has investigated joining a group of libraries for programming.

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 21-01 to levy 0.02% tax as presented. Rizzolo 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. There was discussion about moving more money into the IMRF fund and decreasing two of the other funds. There was also discussion about reviewing salaries and maybe increasing them or doing a year end bonus. It was decided to hold this Levy Ordinance and Resolution. Hoste will do some checking on the funds and make some changes. It was recommended to meet the first part of December to review and approve the updated ordinance and resolution.

IL Joint Library Programming Group – Hoste reported there are several libraries wanting to share programming costs. They plan on setting up one to two programs a month for the libraries to have access. The fee is based on your library's operating budget. Our fee would be \$75 for six months. The programs would be virtual and would run from January to June 2022. Marketing materials would be provided. An intergovernmental agreement would need to be signed. Clark made a motion to authorize Hoste to join the IL Joint Library Programming Group for \$75 for six months. White seconded the motion. Clark, Massarolo, Rizzolo, and White were in favor. Koska abstained. The motion passed.

Review Technology Plan – White reviewed the Technology plan. She recommended several minor changes dealing with updating the wording on what we are currently doing. The Technology Plan was reviewed and approved with the updated wording as presented.

Library Use Policy Review – Koska will review the Library Use Policy for the January meeting.

Patron Confidentiality Policy Review – Massarolo will review the Patron Confidentiality Policy for the January meeting.

Patron Behavior/Code of Conduct Review – Massarolo will review the Patron Behavior/Code of Conduct for the January meeting.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

A special meeting will be held within the first two weeks of December to discuss the Levy Ordinance and Resolution and salaries.

The next regularly scheduled meeting will be held on January 11, 2022 at 6:30 p.m.