

October 10, 2023

The Colona District Library Board met with Clark, Hughes, Koska, Massarolo, Rizzolo, White, and Director Hoste physically present. Rieger was 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. She reviewed the restricted funds. The budget versus what was spent was reviewed. There was some discussion regarding IMRF again this year. She recommended making an additional payment quarterly instead of annual. There was discussion regarding online bill pay and have second person review the payments. Hoffman was thanked for her presentation. Koska made a motion to accept the annual financial report for fiscal year 2023 as presented. Clark seconded the motion. A roll call was done and all present were in favor. The motion passed.

Illinois Comptroller Annual Financial Review - The annual financial report was reviewed and discussed. There was discussion about what percentage the funds should be. It was reported that Phil Lenzini would be better able to answer questions regarding the percentages in the fund which would be more specific for a library. Koska made a motion to approve the Illinois Comptroller 2023 Annual Financial report as presented. Clark seconded the motion. A roll call was done and all present were in favor. The motion passed.

The August 5, 2023 and September 12, 2023 meeting minutes were approved by consensus.

The Treasurer's reports for August and September were reviewed. It was noted the amount for the adult circulating material included the eRead payment. The landscaping services payment was for the mulch in August. In September half of the bill for the audit was paid. The public notices bill was for the publishing of the budget. The Fall Fest was

paid from the special programs as well as the Bishop Hill program. Koska reported that \$75,000 was used to purchase a CD for three months. 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. She reviewed the upcoming programs. Brown has been adding to the parenting section with targeted material for ADHD, ADD, Neuro-divergent, Autism, etc. She is also reorganizing the early reader section based on topics. Brown has started visiting the school again. Storytime attendance for August was 10 and for September was 67.

Director's Report - Hoste presented the Director's report for October. Three staff members attended PUG Day on September 29<sup>th</sup>. They learned many things that will help them with their jobs. She reviewed upcoming programs. There was discussion regarding the Illinois Paid Leave Act and the changes effective January 1, 2024. There was also discussion regarding the recommendations from the Public Access Counselor regarding the posting of the agenda. The Board agenda will be posted on the website and on the front door. It was suggested that libraries look at a social media archiving services for libraries using Facebook.

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

Old Business – None.

New Business – Adopt and Publish Resolution 23-01 to Levy 0.02% Tax – The Resolution to levy 0.02% tax was reviewed Koska made a motion to adopt Resolution 23-01 to levy 0.02% tax for building and maintenance purposes as presented. Clark 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. It was recommended to put \$15,000 in the IMRF fund at the end of the calendar year and another \$15,000 at the end of the fiscal year. Koska made a motion to adopt Levy Ordinance 23-03 and resolution for fiscal year July 23 to June 24

as presented. White seconded the motion. A roll call was made and all present were in favor. The motion passed.

Certificate of Authenticity – The Certificate of Authenticity was reviewed and accepted. Hughes will sign the certificate.

Certificate of Compliance – The Certificate of Compliance was reviewed and accepted. Hughes will sign the certificate.

IMRF Additional Payment – The additional payments to IMRF were previously discussed. Rizzolo made a motion to put an additional \$15,000 into the IMRF fund by December 2023. Massarolo seconded the motion. A roll call was made and all present were in favor. The motion passed.

Social Media Archive – Hoste presented three bids for an archiving service for the Facebook account. After discussion it was decided to table this topic at this time.

Iron Clad Quote – Hoste received a bid from Iron Clad to install a new surveillance system. This system is being used by the Geneseo Library. It was recommended Hoste contact our current surveillance company, Interface, to obtain a bid for two more cameras and upgrade our system.

Assign Disaster Plan – Koska will review the Disaster Plan and report at a future meeting.

Assign Service Animal Policy – Massarolo will review the Service Animal Policy and report at a future meeting.

Assign Sexual Harassment Policy – It was reported that Rieger will review the Sexual Harassment Policy and report at a future meeting.

Assign Meeting Room Policy – Hughes will review the Meeting Room Policy and report at a future meeting.

Further Business – Trustee Orientation Manual (pages 20-22) – The sections on Library Facilities, Risk Management, and Electronic Information and Technology were reviewed and discussed. There were no changes.

Transfer of Funds to CD – As previously stated \$75,000 was used to purchase a three-month CD. It was recommended we review interest rates again and move the money to a money market depending on interest rates.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

It was decided to have the next regularly scheduled meeting be held on November 14, 2023 at 6:30 p.m.