

June 10, 2025

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

The meeting was called to order at 6:40 p.m. at the Colona District Library by Hughes.

No visitors were present.

The May 13, 2025 meeting minutes were reviewed. It was recommended to add “worker’s compensation” in front of the word audit in the Director’s report section. The minutes were approved by consensus with the addition.

The Treasurer’s report for May was reviewed and discussed. The treasurer’s report was approved by consensus.

Hoste presented the Youth Service’s report. Story time attendance was 89 in May. It was recommended to add Hannah Lawrence’s name to the end of the report.

Hoste presented the Director’s report. She reported what she had paid the library’s Prairie Cat membership fee for fiscal year 25/26. She updated the nonfiction section, and pre-paid into Midwest tape and Hoopla. She also reviewed requirements for the website.

The youth services and director’s reports were approved by consensus.

Old Business – Parking Lot – Hoste presented a proposal from River Valley Construction and Asphalt to fix, reseal, and stripe the parking lot. This was reviewed and discussed. Koska made a motion to accept the proposal from River Valley Construction and Asphalt to fix, reseal, and stripe the parking lot. Clark seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

New Business – Circulate and Discuss Tentative Budget – The Tentative Budget was reviewed and discussed. There were some additions to the expenditures.

Review Wages of all Employees – Hoste presented the proposed wages for employees. These were reviewed and discussed. It was recommended to do a 4% raise. Rizzolo made a motion to approve the wages as presented and discussed. White seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Review Open and Closed Session Minutes – There were no closed sessions in the past year so there were no minutes to review. At every open meeting the minutes from the previous meeting are reviewed.

Review FOIA and OMA Policy Officer Names – Hoste reported she and Roger Decker will continue as the officers for the Freedom of Information Act and Open Meeting Act. Both have completed the required training.

Publish Notice of Budget Hearing – The Budget Hearing will be held at the August meeting. Hoste will ensure this is published. The tentative budget will be on display for at least 30 days.

Pay Identified Building Fund Accounts from General Fund –Clark made a motion to transfer funds from the general fund to cover any negative balances in the building fund accounts.

White seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Transfer General Fund money to the Special Reserve Fund –Koska made a motion to transfer any undesignated funds from the general fund to the special reserve fund at the end of the fiscal year once all the obligations are met. Clark seconded the motion. A roll call was made and everyone present was in favor. The motion passed.

Assign Review of IPLAR – Koska and White will review for the August meeting.

Assign Review of Reference Policy – Koska will review for the August meeting.

Memorial Gift to the Library in Honor of Jackie Shattuck – There was discussion on what the memorial gift should be.

Further Business – Bookkeeping Services – Hoste presented a proposal from Moorhead Patterson and Company to perform accounting services. She also presented a comparison between them and Centennial Tax. After review and discussion, it was decided to meet with Moorhead Patterson and Company and report back.

The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Susan Koska, Acting Secretary

The next meeting will be August 12, 2025 at 6:30 p.m.