

January 14, 2025

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. There were no visitors.

The November 12, 2024 meeting minutes were approved by consensus.

The Treasurer's reports for November and December were reviewed and discussed. It was reported \$5,000 was received from the Lowell Johnson Foundation. The final payment for the roof repair was made. The annual payment for large print books was made. A five-year subscription to GoDaddy was paid. It was noted Hoste is working on correcting the error which happened when updating the journal entries involving IMRF. It was noted the insurance and tech support line items may need to be adjusted in next year's budget. The November and December Treasurer's reports were approved by consensus.

Youth Services' Report – Hoste presented the Youth Service's report from November and December. The family photo sessions went well. There were 98 participants in the special Santa letters. There were 45 participants in the Santa program. Hannah Lawrence from Cambridge was hired to replace Amanda Brown as Children and Youth Assistant.

Director's Report - Hoste presented the Director's report for January. Snow storm STEM kits will be handed out to children to create their own snowstorm. Paper bag snowflake kits will be handed out to adults. In February there will be candy heart STEM kits, key ring kits, and string art. A blood drive will be held on February 12<sup>th</sup>. The Per Capita grant was completed. There was discussion about the Friends of the Library continuing due to lack of interest.

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

Old Business – Succession Plan – Hughes will review for the March meeting.

New Business – Library Use Policy – The Library Use Policy was reviewed by Koska and Hoste. There were some changes recommended in the Philosophy, Library cards, Materials, and Services sections. These were discussed. The Library Use Policy was approved as discussed.

Patron Behavior/Code of Conduct Policy – The Patron Behavior/Code of Conduct Policy was to be reviewed by Rieger. This will be discussed at the March meeting.

Patron Confidentiality– The Patron Confidentiality Policy was reviewed by Clark and Hoste. There were no changes. The Patron Confidentiality Policy was approved as reviewed.

Youth Services Credit Card – Hoste reported the name needed to be changed on the youth services credit card. Clark made a motion to change the name on the youth services credit card from Amanda Brown to Hannah Lawrence with a limit of \$1,000. Rizzolo seconded the motion. A roll call was done and all present were in favor. The motion passed.

Assign Blood Borne Pathogens Policy – Hughes will review the Blood Borne Pathogens Policy for the March meeting.

Further Business – Employee Handbook – Section 4: Employee Benefits, Section 5: Training and Development, and four forms from the Employee Handbook were reviewed and discussed. It was recommended to add the sentence, “Those required by law.” as the last sentence under Benefits Disclaimer. Hoste was complemented on her work with the Trustee and Employee handbooks.

Strategic Plan (Goals 3 and 4) – Hoste presented the changes to Goals 3 and 4 of the Strategic Plan. It was recommended to combine a and g in Goal 3 and delete b. After discussion the Strategic Plan Goals 3 and 4 were approved with the recommended changes.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

The next regularly scheduled meeting will be held on March 11, 2025 at 6:30 p.m.