

August 12, 2025

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

The Budget and Appropriation Public Hearing was called to order at 6:30 p.m. at the Colona District Library by White. There were no visitors. The Public Hearing was adjourned at 6:40 p.m.

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

No visitors were present.

The June 10, 2025 meeting minutes were reviewed. The minutes were approved by consensus.

The Treasurer's reports for June and July were reviewed. It was noted the first levy payment was received. It was also noted there was a sizable memorial donation made for Jackie Shattuck. Rieger reviewed the statements and there were no issues. The June and July Treasurer's reports were approved by consensus.

Hoste presented the Youth Services' reports for June and July. The Summer Reading program was a success. There were 147 participants. It was noted the Trojan Triumph program has been discontinued due to no grant funds available. A new after school program called Ivy League will be starting. The parents will pay a fee to have their children participate. In June there were 48 people at the story time. There was no story time in July.

Hoste presented the Director's reports for June and July. Hoste reported she attended a TIF meeting at City Hall. TIF 3 Highway 84 has ended. The Library will receive the surplus payment in September. Hoste attended the Delegate meeting at the Coal Valley Center. Hoste reported the insurance policy has been renewed. An additional policy must be purchased for sexual abuse/harassment coverage which requires background checks for all new employees and volunteers. The new Illinois Public Library Standards have been published. PUG day will be held on September 26th. The Library will be closed that day so staff may attend.

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

Old Business – None.

New Business – Accept and Adopt Budget and Appropriation Ordinance 25-02 – This was reviewed and discussed. Massarolo made a motion to form a sub-committee in January to start to discuss next year's budget and appropriation. Koska seconded the

motion and all present were in favor. Clark made a motion to accept and adopt the Budget and Appropriation Ordinance 25-02. Rieger seconded it. A roll call was made. Clark, Massarolo, Rieger, Rizzolo, and White were in favor. Koska was not in favor. The motion passed.

Publish Annual Financial Statement – Hoste presented the annual financial statement for publication. This was reviewed. It will be published per statute as presented.

Chief Financial Officer's Report – The Chief Financial Officer's report for fiscal year 7/1/24 to 6/30/25 was reviewed and discussed. It was felt the dates should be 7/1/25 to 6/30/26. Hoste will check the dates. Signatures will be obtained and filed with the County Clerk after dates are verified.

Approve IPLAR – Hoste completed the Illinois Public Library Annual Report for 2025. White reviewed the completed report. Clark made a motion to accept the IPLAR report for 2025. Rieger seconded the motion. All present were in favor and the motion passed.

Blackhawk Bank and Trust 9-month CD (8/21) – Discussion was held on how to reinvest this CD. Different banks, interest rates, and length of CDs were reviewed. Rieger stated the rates change almost weekly. Koska made a motion to reinvest the CD maturing to a CD with the best rate at the time of maturity. Clark seconded the motion. A roll call was made and all present were in favor. The motion passed.

Purchase Office 2024 – Hoste reported there have been problems with the Microsoft software. Kacy Kelly had helped correct some of the issues. He recommended to update the software to Office 2024. Hoste presented the cost of purchasing Office 2024 for patrons' and employees' computers at a total of \$780. Koska made a motion to purchase Office 2024 for all computers. Rizzolo seconded the motion. A roll call was made and all present were in favor. The motion passed.

Review Reference Policy – Koska reported she had reviewed the Reference policy and had no changes. The Reference policy was accepted as reviewed.

Review Illinois Public Library Standards – The Illinois Public Library Standards for Access, Advocacy & Community Engagement, and Buildings & Grounds were distributed to Board members for review. Board members should review these standards and be prepared to discuss at the October meeting.

Review Child Safety and Protection Policy – Hoste reported this is a new policy which is required by the insurance company. Board members should review this policy and be prepared to discuss at the October meeting.

Discuss Phone Chain – Hoste updated a phone chain with Board members phone numbers. There was discussion on how to contact Board members to let them know of

different events. It was decided to send an email to everyone except Rizzolo. She will be called.

Assign Constitution and By-Laws – Hughes will review the Constitution and By-Laws for the October meeting.

Assign Ethics Statement – Koska will review the Ethics Statement for the October meeting.

Assign Ethics Ordinance – Rieger will review the Ethics Ordinance for the October meeting.

Assign Trustee Self-Evaluation – Hoste reported this is a new self-evaluation tool for Board members to use. White will review the Trustee Self-Evaluation tool to see what items may be removed or added to this tool to be used in the future. It was recommended all Board members start to review this tool.

Further Business – Massarolo reported she had been contacted from the security system about an alarm going off at the library. She does not have a key or knowledge of what to do when an alarm goes off. It was recommended to have Hoste check with the security company to see who is on the call list and in what order. The list should be updated and the people on the list need to be provided with access to the library and education on the alarms.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

The next regular meeting will be October 14, 2025 at 6:30 p.m.