

October 14, 2025

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

The regular meeting was called to order at 6:30 p.m. at the Colona District Library by Hughes.

No visitors were present.

The August 12, 2025 meeting minutes were approved by consensus.

The Treasurer's reports for August and September were reviewed. The first payment for the audit was made. The officers' and director's liability insurance for three years was paid. A new line item of book sale was created in September. This was due to the Friends of the Library disbanding. Their funds were transferred to the library. The tech support was for installing new software and new server. The computer cost was for the new software. Books were purchased for to be distributed at the Trunk or Treat. It was noted we are a quarter of the way through the fiscal year. Rieger reviewed the statements and there were no issues. 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 previous and upcoming programs as well as the displays. Lawrence is planning to try to have someone from the community read at story time once a month. Storytime attendance for August was 44 and for September was 80.

Director's Report - Hoste presented the Director's report for October. She reviewed the programs planned for October and November. Trunk or Treat will be held at the Colona School parking lot. Hoste hired Kayla Nargang for the library assistant position. She and three other employees attended sessions on PUG Day. Hoste reported on the PrairieCat mobile app which has gone live as well as the updated Illinois Public Library Standards. She reported Baker and Taylor, the library's main book vendor will be closing at the end of the year. She is looking for an alternative vendor. She reported on the updates with the servers and computer software. It was also noted that the security system has been changed from Johnson Controls to Per Mar. This is saving the library money. Hoste also changed over the CD to a 14-month CD at Blackhawk Bank.

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

Old Business – None.

New Business – Adopt and Publish Resolution 25-01 to Levy 0.02% Tax – The Resolution to levy 0.02% tax was reviewed. White made a motion to adopt Resolution 25-01 to levy 0.02% tax for building and maintenance purposes as presented. Rieger

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

Adopt Levy Ordinance 25-03 – The Levy Ordinance 25-03 was reviewed and discussed. Rieger made a motion to adopt Levy Ordinance 25-03 for fiscal year July 25 to June 26 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.

Constitution and By-Laws – The Constitution and By-Laws were reviewed and discussed. It was recommended to change Children’s Librarian report to Youth Services report. It was also recommended to be consistent between Administrative Librarian and Library Director. Under Article 6 number 5 delete “subject to the approval of the Library Board.” There was also some formatting changes recommended. The Constitution and By-Laws were approved with the recommendations made.

Ethics Statement – Koska reviewed the Ethics Statement. There were no changes. The Ethics Statement was approved with no changes.

Ethics Ordinance – Rieger reviewed the Ethics Ordinance. There were no changes. The Ethics Ordinance was approved with no changes.

Further Business – Standards for Illinois Public Library (Chapters 1-4) – Hoste reported these chapters need to be reviewed for the Per Capita grant. She had distributed the new standards. It was recommended Hoste send the new standards to all board members in a PDF file. It was questioned if we had a current inventory of all furniture, fixtures, and equipment. It was noted there should be one. Hoste will investigate and update as necessary. It was noted there should be a building and grounds maintenance checklist which is reviewed and updated annually. It was recommended to add this to the library’s meeting calendar so it is reviewed annually. It was questioned if the library had received the survey from the City of Colona. Hoste reported they had not, but survey was listed on the City’s website. It was recommended Hoste complete the survey for the library. Hoste stated Board members should review chapters 5-8 for the November meeting.

Child Safety and Protection Plan – The Child Safety and Protection Plan was reviewed and discussed. White made a motion to accept the Child Safety and Protection Plan as presented. Koska seconded the motion. All were in favor and the motion passed.

Trustee Self-Evaluation – White reviewed the Trustee self-evaluation tool. This was discussed. It was recommended to have each Board member review and chose 10 items which they feel should be on a self-evaluation form. This will be discussed again at the November meeting.

Alarm system – Hoste handed out instructions on the alarm system and keys to Hughes, Massarolo, and Rieger in case there is an issue and Hoste is not available.

Landscaping – Hoste presented a bid from A Cut Above landscaping service. One part was to clean up the back right corner of the parking lot. Another part was to take care of all the landscaping. Another part was a mowing quote, fertilizer quote, and landscaping maintenance quote for next year. It was recommended to obtain another quote for mowing and landscaping maintenance for next year. It was suggested to contact Curb Appeal. Koska made a motion to hire A Cut Above to clean up the back right corner of the parking lot. Massarolo seconded the motion. A roll call was made and all present were in favor. The motion passed.

Board vacancy – Hoste gave an update on the timeframe and paperwork required for a Board vacancy. This will be placed on the November agenda to declare a vacancy on the Board. The timeframe will start then. It was recommended to obtain a plaque for Mary Rizzolo.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Charlene Massarolo, Secretary

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