

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, June 12, 2017

Present: Director Antony Deter, President Glen Hughes, Vice-President Carol Linkowski, Treasurer Terry Dunphy, Secretary Steven Hill, Marcella Kitson, Barb Coss, David Badger, and Tracey Lawton

Absent with Notice: Peter Shaw

President Glen Hughes called the meeting to order at 5:36 P.M.

Citizens' Comments: There were no citizens present.

Trustees' Comments: There were no Trustees' comments.

Approval of May 8

Meeting Minutes: After reviewing the minutes from the previous meeting, Marcella Kitson made a motion to approve the minutes as presented. The motion was seconded by Terry Dunphy, and the motion was passed.

President's Report: There was no report from President Glen Hughes.

Library Director's Report: Antony Deter shared several points with the Board:

- First, he addressed the window well project. The first contractor was \$14,000 over the estimate from Willett-Hofmann. Antony will elicit bids from other contractors and re-use the plans and specifications that Willett-Hofmann has designed.
- Also, the same engineering firm has presented a schedule running from Monday, June 26 to a completion date of November 17 for the elevator project.
- Antony shared the results of the Fire Department inspection. The most serious problem focused on the need to replace several fire extinguishers. There were also several minor electrical issues that will be corrected.
- Youth program attendance figures were shared showing impressive results.
- The resignation of the new youth librarian was announced, so a replacement will be selected soon.
- Traffic counters will be selected for the library once the Board has approved of a satisfactory version. Antony emphasized that the numbers would be collected, not photos.
- Finally, Antony explained the digital services that he feels would best meet the library's needs. They are "Odilo," an e-book service and "Mango," a language learning service. He feels that they will fit into the current budget.

Treasurer's Report:

***Approval of Trust Fund
Bills & Expenditures**

Beginning balance in the checking account as of April 30, 2017 was \$70,500.62. Total expenditures were \$792.68. Deposits were \$408.11. The ending balance as of May 31, 2017 was \$70,117.35. Dixon Public Library Trust Fund balance at the end of May was \$435,356.65.

After reviewing the totals, Carol Linkowski made a motion to accept the Trust Fund and Checking Account figures. This was seconded by Barb Coss. The motion was passed by the Board.

***Ratification of Library
Invoices & Expenditures**

The Board reviewed invoices and expenditures for May, 2017. Tracey Lawton made a motion to accept the totals. It was seconded by Marcella Kitson. The motion was passed.

Standing Committee Reports:

- Finance and Budget: Glen Hughes & Terry Dunphy/No report
- Building and Grounds: Terry Dunphy & Peter Shaw/No report
- Personnel and Salaries: Tracey Lawton & Steven Hill/No report
- By-laws, Policies and Procedures: Carol Linkowski & David Badger/No report
- Technology & Technology Resources: Tracey Lawton & Marcella Kitson/No report

Unfinished Business:

David Badger made a motion to consider and adopt new Section 23 to the Dixon Public Library Policy Manual & Security Camera Policy. It was seconded by Tracey Lawton. The motion was passed by the Board.

New Business:

12a. Consider and adopt Five-Year Capital Plan for years 2017-2022. A motion was made by Carol Linkowski to adopt the Five-Year Capital Plan for years 2017-2022. It was seconded by Tracey Lawton. The motion was passed by the Board

12b. Consider and resolve to move funds from the Restricted Fund Balance to the Capital fund. A motion was made by David Badger to move \$130,000 from Restricted Fund Balance to the Capital fund. It was seconded by Marcella Kitson. The motion was passed by the Board.

12c. Consider and resolve to continue to offer non-resident memberships and set fee. This item requires a formula that is set by the State of Illinois. Based on the formula's requirement, a fee of \$67 was agreed to and will take effect as of January 1, 2018. A motion was made by Carol Linkowski to follow state procedures. It was seconded by Tracey Lawton and passed by the Board.

12d. Carol Linkowski made a motion to reconvene the meeting for the Election of Officers Action Item at 5:30 P.M. on June 26. It was seconded by David Badger. The motion was passed by the Board. The meeting rose at 7:14 P.M.

The meeting reconvened at 5:37 P.M. on June 26.

Present: Director Antony Deter, President Glen Hughes, Terry Dunphy, Steven Hill, Tracey Lawton, Carol Linkowski, David Badger, Barb Coss

Absent with Notice: Peter Shaw, Marcella Kitson

The continuation of the June 12, 2017 meeting was called to order by President Glen Hughes at 5:37 P.M on June 26.

Carol Linkowski made a motion to close the nomination for 2017-18 Library Board officers. The motion was seconded by Terry Dunphy, and subsequently passed.

Votes were cast and the Officers for the 2017-18 Dixon Public Library Board are:

- Glen Hughes – president
- Peter Shaw – vice-president
- Tracy Lawton – secretary
- Terry Dunphy – treasurer

Adjournment:

Carol Linkowski made a motion to adjourn the meeting, and Tracy Lawton seconded it. The meeting concluded at 5:44 P.M.