

## MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

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**Monday, September 11, 2017**

**In attendance:** Director Antony Deter, Rachel Cocar, Barb Coss, Treasurer Terry Dunphy, President Glen Hughes, Carol Linkowski.

**Absent with notice:** David Badger, Marcella Kitson, Secretary Tracey Lawton, Vice President Peter Shaw.

**Meeting Location:** Teaching and Development Room on the lower level of the Dixon Public Library

**Call to order:** President Glen Hughes called the meeting to order at 5:34 pm

**Citizens Present:** There were no citizens present

**Citizen's Comments:** There were no citizens' written or emailed comments.

**Trustee's Comments:** There were no Trustees' comments

**Approval of the Minutes:** Carol Linkowski made a motion to approve the August Meeting Minutes of the Dixon Public Library Board of Trustees as corrected. Terry Dunphy seconded the motion, and the motion was passed by the Board.

**President's Report: Deferred until later in the meeting**

**Director's Report:**

- In addition to the written report, the Director sought guidance from the board with regards to measures that can be implemented during the period of the elevator's closure, which may be for as long as two or three weeks. There was a discussion which followed. Out of this discussion, a plan for providing a "concierge" service based in the TAD room for those in need of services, but unable to reach the main floor without the elevator. Timing of this service will need to be accommodated alongside other programming commitments for the room. Extra part-time staffing could be used during this period, if needed. Times of elevator closure and this service will be advertised on radio, Facebook, twitter, and the Director will contact the newspaper.
- There was also discussion regarding the potential provision of mobile wifi hotspots to patrons, and also their potential use as backup internet hardware in times when the internet or power services might be interrupted. The Director said he would bring more information once he had received it, and has already sent draft policy language to the board's policy committee.

**Treasurer's Report:**

- Beginning balance of the checking account on July 31, 2017 was \$62,338.88. Total expenditures for August were \$640.00 and total deposits were \$1194.06. The ending balance as of August 31, 2017 was \$62,888.52. No changes in the trust funds. After reviewing the figures, Barb Coss made a motion to accept the checking account and trust fund figures for August. Rachel Cocar seconded the motion, and the motion was passed by the Board.
- The Board reviewed Invoices and Expenditures for August 2017. Terry Dunphy made a motion to ratify the figures and Barb Coss seconded the motion. The motion was passed by the Board.

#### **Committee Reports:**

- **Finance and Budget:** Terry Dunphy & Glen Hughes
- **Building and Grounds:** Terry Dunphy and Rachel Cocar
- **Personnel and Salary:** Peter Shaw and Barb Coss
- **By-Laws, Policies, and Procedures:** Carol Linkowski & David Badger
- **Technology and Technology Resources:** Tracey Lawton & Marcella Kitson

#### **Unfinished Business:**

- The Director presented a revised version of the New Section 25 of the Policy Manual: Freedom of Information Act, as requested at the last meeting. This version cleaned up language, especially regarding requiring requests be made in writing, following advice from the city attorney. Carol Linkowski moved that New Section 25 of the Policy Manual: Freedom of Information Act be adopted in to the Dixon Public Library Policy Manual. Terry Dunphy seconded the motion. The motion was passed by the Board.

#### **New Business:**

- The Director reminded the board that they had wanted to have the opportunity to move money from the Restricted Fund to the Reserved Capital Balance in order to cover the anticipated increased costs for the elevator project. The increase is in the amount of \$15,000. Glen Hughes led a discussion which included alternatives to this, but felt that this action was probably the best. Carol Linkowski moved that \$15,000 should be moved from the Restricted Fund Balance to the Reserved Capital Balance. Rachel Cocar seconded the motion. The motion was passed by the board.

With no other business, at 6:52pm, Barb Coss made a motion to adjourn with Terry Dunphy seconding the motion. The meeting was adjourned at 6:52pm.

Respectfully Submitted,  
 Antony Deter  
 pp. Tracey Lawton, Secretary