

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY FEBRUARY 13, 2017

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

Absent: with notice, Peter Shaw

President Glen Hughes called the meeting to order at 5:35 PM.

Citizens comments: There were no Citizen's comments

Trustees comments: There were no Trustees' comments.

Approval of the minutes After reviewing minutes of the January 9, 2017 meeting, Marcella Kitson made a motion to approve the minutes as presented. Terry Dunphy seconded the motion and it passed.

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

Director's Report: Director Antony began his report by explaining the plans for window well drainage in the 1969 addition to the library. He has been working with Alan Hulstedt of Willet and Hoffman. Antony also expects to hear from the State Library about the Grant Reviews Committee which will meet at 9:30 AM, March 2nd, 2017. Antony stated that he will attend in person after guidance from the board. Antony has also received estimates for restoration of the oak paneling in the 1900 section and replacement of shelving in the youth library. In addition to City Department Heads, he met with staff to discuss minor amendments to the employee handbook. Antony received a letter of resignation from the youth librarian. He stated that he had several strong candidates and would interview candidates between February 14th -16th. The Useful upgrade in October continues to register more patrons. Another computer has been purchased for the new staff member. It is anticipated that there will be heavier usage by staff as some duties are reassigned. Grants and memorials included generous donations to Youth Summer Reading Program from Leydig Memorial Center and Dixon Direct LLC. Finally, a donation of \$1000 was received in memory of Junemarie Zinnen, a former secretary of the Library Board.

Treasurer's Report: Terry Dunphy summarized the treasurer's report for the Board. The beginning balance in the checking account as of December 31, 2016 was \$37,774.01. Total expenditures were \$70.00. Deposits totaled \$4129.78. The ending balance as of January 31, 2017 was \$41,834.71. The Trust Funds held in CDs stood at \$429,051.09

After reviewing the invoices and expenses, Steve Hill made a motion to approve the February 13, 2017 Treasurer's Report and Trust Fund Memorials Donations, Special Funds Report as presented. Carol Linkowski seconded the motion, and it was passed by the Board.

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After the Board reviewed the invoice and expenditures report as presented, Marcella Kitson made a motion to approve the 2017 invoices and expenditures report as presented. Tracy Lawton seconded the motion, and it was approved

Committee Reports:

Finance and Budget:	No report
Building and Grounds:	No report
Personnel and Salaries:	No report
By-Laws, Policies, and Procedures:	No report
Technology & Technology Resources:	No report

Unfinished business:

11a Consider and adopt budget for Fiscal Year 2017-2018

There was discussion on the budget from 6:06-7:10. The Board agreed to move Director Antony Deter to a Grade 12 on the City of Dixon schedule. This was a decision made based on the recommendation of the city and the feeling of the majority of the Board that it was justified.

Carol Linkowski made a motion to accept and pass the budget for Fiscal Year 2017-2018 as presented. This was seconded by Terry Dunphy and approved by the Board.

New Business:

12a Consider and adopt Facility Plan. Tracy Lawton made a motion to consider and adopt a Facility Plan with some minor changes. It was seconded by Marcella Kitson and was passed by the Board.

12b Consider and adopt proposed Policy on Problem Clearance. A discussion of whether an employee who had a disagreement with the director of the library could go to the City Human Resources occurred. A motion was put forward by Tracy Lawton to reject this proposal. It was seconded by Carol Linkowski. The Board passed the motion.

Other business: None

At 7:35 PM Tracy Lawton moved to adjourn. It was seconded by Carol Linkowski and passed. President Glen Hughes adjourned the Board at 7:36 PM.

Respectfully submitted,

Steven Hill, Secretary