

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

Present: Director: Antony Deter, President Glen Hughes, Treasurer Terry Dunphy, Secretary Steven Hill, Tracey Lawton, Marcella Kitson, Carol Linkowski, Barb Coss. and Peter Shaw

Absent: with notice, David Badger

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

Citizens comments: There were no Citizen's comments. Alan Hulstedt was in attendance representing Willett and Hoffmann.

Trustees comments: There were no Trustees' comments.

Approval of the minutes The Treasurer's report on February 13, 2017 should have listed total expenditures in the checking account as \$0.00 as Terry Dunphy wrote. The secretary put in the total deposit figure which was \$590.45. After this was noted and changed, Marcella Kitson made a motion to accept the minutes with the correction. Barb Coss seconded it and the motion passed.

President's Report: Glen Hughes asked the board to entertain a motion that any two of the four officers should be present for CDs being rolled over. Carol Linkowski made the motion. It was seconded by Barb Coss. The motion passed.

Director's Report: Antony introduced Alan Hulstedt from Willett Hofmann at the meeting to give more details on our option for the window/light well. Antony talked about progress on section of the baseboard and chair rail paneling which Tom Prendergast is working on. He mentioned planning for a science/fantasy book club. The staff is involved and cost should be slight. Antoinette Dillon was hired as the new youth librarian. Work on a time clock connected to the City Hall's payroll system is still in progress.

Treasurer's Report: Terry Dunphy gave the beginning balance of \$41,834.74. Total deposits were \$590.45. The Dixon Library Trust Fund was \$429,829.48. After reviewing the figures Tracy Lawton made a motion to accept the report. Peter Shaw seconded the motion, and the motion passed. Glen Hughes stated that he and Terry Dunphy would be going to First National Bank in Amboy to renew a CD that expires 4/19/2017. Time was spent reviewing Memorials, Donations, Special Funds. After review Peter Shaw made a motion the accept the report. Marcella Kitson seconded the motion, and the motion passed.

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 Tracey Lawton seconded the motion, and it was approved.

Committee Reports:

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Finance and Budget:	Glen Hughes/Terry Dunphy No report
Building and Grounds:	Terry Dunphy/Peter Shaw No report
Personnel and Salaries:	Tracy Lawton/Steve 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:

11a At this point Alan Hulstedt gave a report on the three options for fixing the moisture problem in the window well. Alan also explained the pros and cons of four plumbing solutions to the problem. After a short break to look again at the window well. At 6:28 a motion was made to table the recommendation from Willett and Hoffman, until Antony can discuss the situation with Dixon City Fire Chief Shipman. The motion was made by Tracy Lawton, seconded by Marcella Kitson and passed by the board.

New Business:

12a Consider and adopt New Section 3 of the Policy Manual: Policy on Hours of Operation. Tracy Lawton made a motion to adopt section 3 of Policy on Hours of Operation. It was seconded by Marcella Kitson. The motion passed.

12b Consider and adopt amended Section 5 of the Policy Manual: Policy Hours of Operation. Peter Shaw made a motion to adopt section 6 (which was changed from 5. Marcella Kitson seconded and the motion passed.

12c Consider and amend Employee Handbook language on benefit leave accruals. 12c was tabled.

Other business: None

Steve Hill made a motion to adjourn the meeting. It was seconded by Marcella Kitson. At 7:16 the meeting adjourned.

Respectfully submitted,

Steven Hill, Secretary