

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY JANUARY 9, 2017

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

Absent: with notice, Carol Linkowski

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

Citizens comments: Beth McCormick was in attendance and brought a handout for the board members. It was in hope that the board would add a section to the Employee Handbook for a procedure to handle complaints or disputes between an employee and the Library considering interpretation, administration, and enforcement of Library policies and procedures. It will be put in the February 13 Meeting agenda.

Trustees comments: There were no Trustees' comments.

Approval of the minutes! After reviewing minutes of the December 9 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: Antony met with Alan Hulstedt of Willett Hofmann and has submitted the draft Project Manual for the Elevator Modernization Project. They had met several times in December. Antony also submitted the Live and Learn Construction application for up to \$50,000 on the cost of the elevator project. An update will be presented to the Board when he hears back from the State Library. He also drew attention to a promotional display for the holiday season. This had resulted in good circulation of diverse reading material. Also of importance; the photo copiers were delivered on December 12, by SBM with good results. Finally, the new schedule framework for the staff as of January 2, 2017.

Treasurer's Report: Terry Dunphy summarized the previous month's treasurer's report for the Board. As of November 20, 2016, there was \$34,692.81 and the expenses were \$1201.75. Total deposits were \$4282.10. The ending balance as of December 31, 2016 was 437,774.01 The Trust Funds held in CDs stood at \$424,990.39.

After reviewing the invoice and expenses, Barb Coss made a motion to accept the invoices, expenses, and Trust Fund figures as presented. The motion was seconded by Steve Hill and was passed by the Library Board.

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Committee Reports:

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

Unfinished business:

11a Texts to consider for inclusion into board policy. A motion was made by Tracy Lawton to consider readopt policy texts for 11a including items 1 - 2 - 3 with a change in wording for Part 2, which Antony would have the city attorney check. Marcella Kitson seconded the motion. The motion to accept 11a was passed by board members in attendance.

11b Suggested New Section: Policy on the Drugs and Alcohol Free Library. A motion was made to accept 11b. Steven Hill made this motion and it was seconded by Terry Dunphy. The motion passed.

11c Travel Reimbursement: This item was sent by RAILS as a model Policy that would put us in compliance with state law. David Badger made a motion to accept the Travel Policy and Expense Reimbursement Request Form. Peter Shaw seconded it, and it passed.

11d Review and approve compilation of Board Policies into single document for publication. A motion was made by Tracy Lawton to accept 11d with the understanding that there may be changes added later. A copy will be provided of the total document. It will be sent by e-mail to all board members when finished. Peter Shaw seconded the motion. The motion carried.

11e Consider minor revisions to the draft library employee handbook arising from discussion with staff. Peter Shaw made a motion to adopt 11e and it was seconded by David Badger. The motion passed.

New Business: From 6:40 PM to 7:26 more discussion continued about the 2017 Budget. There was concern for vagaries of the future. Antony Deter stated that he hopes to pass the budget at the February Board meeting.

A motion was made by Tracy Lawton at 7:28 to adjourn. It was seconded by Marcella Kitson and passed.

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Respectfully submitted,

Steven Hill, Secretary