

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY May 8, 2017

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

Absent: with notice, David Badger, Tracey Lawton

President Glen Hughes called the meeting to order at 5:34 PM.

Citizens comments: There were no Citizen's comments

Trustees comments: There were no Trustees' comments.

Approval of the minutes After several minutes of review of the April 10, 2017 minutes, Peter Shaw made a motion to accept the minutes as written. Terry Dunphy seconded the motion, and the measure passed.

President's Report: Glen Hughes acknowledged receipt of Steven Hill's intent not to continue a second three year term. President Hughes addressed upcoming elections for the Trustees' June election.

Director's Report: Director Deter has been in contact with Alan Hulstedt of Willett and Hofmann to prepare the scope of work. Antony will contact 3 construction companies for bids once the details of work are clear. Director Deter next informed the board that he had received, signed, and returned the Live and Learn Construction Grant in the amount of \$50,000. He was told that work could start at his choice of time. Antony reminded the board that there was no precise time frame for when the money would be available for the library. Director Deter said that the new schedule had gone into effect on May 1st, 2017.

Antony next shared some of his thoughts and ideas as his second year at Dixon Public Library neared. He told the board that he is concerned about circulation numbers. He mentioned that the last year showed a 4% drop from the year before. He has a plan with 5 points that might address the situation. In no particular order his points are as follows.

1. Gather better data - the library has good foot traffic, but doesn't take that into account unless people actually check out material.
2. Improve the collection. This could include more mature themes in young adult. We have been adding graphic novels, but we could possibly use some money from the trust for a small collection of video games.
3. He would also like to increase cooperation with SVCC, Extension Office, Lee County Council on Aging, the Dixon School District and Lee County Health Department.
4. Make the library user experience excellent. Continue to improve the building and area outside. Also, take staff suggestions, such as having games or things that can be checked out by patrons.
5. Continue to help staff develop their skills.

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The Director would welcome comments from the board.

Treasurer's Report: Approval of Trust Fund Bills & Expenditure. Treasurer Terry Dunphy stated that as of March 31, 2017, the beginning balance in checking was \$43,122.73. Total expenditures from that account totaled \$1498.13. Total deposits in April, 2017 were \$28,874.13. This brought the ending balance in checking as of April 30, 2017 to \$70,500.62. The Dixon Library Trust Fund showed a total balance of \$435,558.59 as of April 30, 2017. After reviewing the totals and expenditures, Marcella Kitson made a motion to accept the treasurer's report as presented. Peter Shaw seconded the motion, and it was passed by the board.

Ratification of Library Invoice & Expenditures. Treasurer Terry Dunphy shared the totals for the four areas that make up Invoices and Expenditures at the Dixon Public Library. The total for April 2017 was \$54,039.09. Board members scanned the various items from the four areas. At that point, Peter Shaw made a motion to accept the figures. Barb Coss seconded the motion, and it was passed by the board.

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/Steve Hill No report
By-Laws, Policies, and Procedures: Carol Linkowski/David Badger did meet concerning May 8th new business points 12a and 12b
Technology & Technology Resources: Tracey Lawton/Marcella Kitson No report

Unfinished business: None

New Business:

12a) Consider and adopt new Section 15 to the Dixon Public Library Policy Manual: Social Media Policy. There was much discussion considering item 12a) After twenty minutes of discussion, the board felt that it was probably better to have a policy in place for social media use at the library than "no policy" at all. Peter Shaw made a motion to pass 12a), and it was seconded by Terry Dunphy. The motion was passed by the board.

12b) Consider and adopt new Section 23 to the Dixon Public Library Policy Manual. It was pointed out that security cameras are not monitored at all times in the library. Director Deter did say they can be checked for "real time" of an occurrence. 12b) was discussed by the board, but it was decided that more time would be needed to be spent before adopting Section 23.

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Other business: Director Deter showed a variety of paint samples that could be used in the vestibule. These were met with approval by the board. Antony said that work will likely come in under estimate by Mr. McNamara and might allow for more work to be undertaken.

At 7:02 PM Marcella Kitson made a motion to adjourn which was quickly seconded by Barb Coss and passed. The meeting adjourned at 7:03 PM,

Respectfully submitted,

Steven Hill, Secretary