

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, January 8, 2018

In attendance: Director Antony Deter, Carol Linkowski, Glen Hughes, Terry Dunphy, Peter Shaw, Rachel Cocar, and Barb Coss.

Absent: David Badger and Marcella Kitson

Meeting Location: TADRoom on the lower level of the Dixon Public Library

President Glen Hughes called the meeting to order at 5:33 pm

Citizens Present: There were no citizens present

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

Trustee's Comments: Glen Hughes pointed out that Board received another certified letter in regards to property annexation.

Approval of the Minutes: Terry Dunphy made a motion to approve the December Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Peter Shaw seconded the motion, and the motion was approved.

President's Report: In regards to RAILS training, Director Deter said that the rules have changes and that one member needs to be trained. As several 3 members went through the training no further training by the Board is necessary. The information has since been submitted for the Per-Capita Grant.

Director's Report: Several changes to add to the report. The HVAC work and electrical work is complete with the exception of 2 minor items that are waiting for parts. The mechanical work is not completed, and it is unclear when it will be completed. The Thin Clients have been delivered and are awaiting installation. Sue Reed is retiring and Terry Dunphy mentioned doing something for her as a "thank you" from the Board. The Board overall was uncomfortable with spending taxpayer money for a staff party. The Board however did agree to put their own money towards a party for Mrs. Reed.

Treasurer's Report: Two checks have come in from Diane Kullerstrand since the reports were created and they will appear in the report next month. No changes on the CD's except for interest. Rachel Cocar made a motion to ratify the Treasurer's Report for December. Barb Coss seconded the motion and a verbal vote was taken:

Carol Linkowski: aye

Glen Hughes: aye

Terry Dunphy: aye

Peter Shaw: aye
Rachel Cocar: aye
Barb Coss: aye
Tracey Lawton: aye

The motion was carried

Invoices and Expenditures: Discussion about the categories on the Trust Fund, Memorial, Donations, and Special Funds page revolved around streamlining the page even more by arranging categories and moving some categories. Peter Shaw made a motion to ratify the Library Invoices and Expenditures for December. Tracey Lawton seconded the motion and a verbal vote was taken:

Carol Linkowski: aye
Glen Hughes: aye
Terry Dunphy: aye
Peter Shaw: aye
Rachel Cocar: aye
Barb Coss: aye
Tracey Lawton: aye

The motion was carried

Committee Reports:

- ❖ **Finance and Budget:** addressing later in the meeting
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** none
- ❖ **By-Laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

Unfinished Business: Library Policy discussion about the lending policy.

- The Director explained that the loan times and fines have not been updated in several years.
- What is written in the policy is not what is being practiced and the Director would like to make them the same to prevent possible issues.
- Carol Linkowski brought up if an item it on a waitlist that is cannot be renewed.
- Libraries around the area are moving to a “Library of Things” which has various items to check out. Examples given were tools, cake tins, etc.
- Carol Linkowski made a motion to amend the Loan Limits to “Loan Limit Per Library Card: 20 books; 4 DVDs; 4 magazines; 4 CDs; 4 audiobooks.” Rachel Cocar seconded the motion and the motion was approved.
- Carol Linkowski made a motion to amend the loan period to “All items are checked out for 14 days. All items may be renewed twice unless that item is on hold for another patron. Items may be renewed in person, by phone, or online.” Peter Shaw seconded the motion and the motion was approved.

- Glen Hughes questioned whether Paragraph A line 1 “resources purchased by the taxpayers of the City of Dixon” should be broadened to include other ways that items are purchased. For example including trusts, memorials, grants, etc. Antony Deter will look at the wording of this to possibly change it.
- Glen Hughes suggested that paragraph C clarify why the audio-visual can not be dropped into the outside drop box with “Audio-visual material must be returned to the circulation desk due to risk of damage.” Glen Hughes made a motion to approve the change. Terry Dunphy seconded it and the motion was carried.
- Glen Hughes suggested to hold more discussion of Loan and Return of Materials so new business could be discussed.

New Business:

Sexual Harassment Policy: Director Deter gave a copy of the city’s updated policy that Rob LeSage updated to meet State requirements. The Director explained that the phrases “City of Dixon” and “City Council” would need to be changed to the “Dixon Public Library” and “Library Board” respectively throughout the policy. Carol Linkowski made a motion to approve the new Harassment and Sexual Harassment Policy with the above changes made. Barb Coss seconded the motion and the motion was approved.

Proposed Budget: Found on the spreadsheet 12C

- Medical insurance: The amount was figured by the current amount and an 18% increase for the 4 months of 2019. There was also \$11,448.96 added in case the Director opts to begin insurance September 1, 2018.
- Salaries: Budgeted for a 3% raise. Allen Philhower was moved to full time because he was mistakenly listed as part time even though his salary has always come from full time salary budget. There is a request for the amount of extra hours to move from 150 hours to 200 hours. The increase is to cover the extra programs and coverage throughout the year. The total increase asked for in salaries is \$17,247.68.
- Materials Databases increase is for new programs going in within the year: Odio ebook service; Mango language learning; and newspaper.com allows access to Illinois based newspapers that have already been digitized. Boopsie will build an app for the library which will be put in the Apple and Android app stores. This will allow patrons to put a Library App on their cell phone.

Glen Hughes made a motion to approve the 2018-2019 budget as presented. Peter Shaw seconded the motion and a verbal vote was taken:

- Carol Linkowski: aye
- Glen Hughes: aye
- Terry Dunphy: aye
- Peter Shaw: aye
- Rachel Cocar: aye
- Barb Coss: aye
- Tracey Lawton: aye

Evaluation Plan for Director: Discussion as to how the evaluation plan should be created. Should it be the Personnel and Salaries committee or an Ad Hoc Committee. Director Deter will look into how evaluations forms are done in various places and put together the information for next month. At that time a decision will be made in regards to how the information should be handled.

At 7:34 pm, Barb Coss made a motion to adjourn with Peter Shaw seconding the motion. The meeting was adjourned at 7:34 pm.

Respectfully Submitted,
Tracey Lawton, Secretary