

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, February 12, 2018

In attendance: Director Antony Deter, Glen Hughes, Terry Dunphy, Susan Carlson, Marcella Kitson, Carol Linkowski, Rachel Cocar, Barb Coss and Tracey Lawton

Absent: Peter Shaw

Meeting Location: Teaching and Development Room on the lower level of the Dixon Public Library

President Glen Hughes called the meeting to order at 5:30 pm

Citizens Present: There were no citizens present

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

Trustee's Comments: There were no Trustee's comments

Approval of the Minutes: Marcella Kitson made a motion to approve the January Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Barb Coss seconded the motion, and the motion was approved.

President's Report: There was a card and letter of appreciation sent by Susan Reed that was passed around the Board.

Director's Report:

- ❖ The Library is currently waiting on another proposal for HVAC contract.
- ❖ 41 DVDs were renewals from January 10, 2018 - using the new Library Board Policy
- ❖ There is now a new payment system that the Library uses called Xpress Bill Pay which is what the city uses. It costs the Library less than the old system and funds will automatically be deposited into the right area. Checks can also be electronically deposited. The system should go "live" on the web site in the next couple of days.
- ❖ Director Deter would like the Board's approval to close the library for a day in April or May so a staff training can be done. There are some issues with the staff and customer service in regards to policy that the Director would like to discuss with the staff. This will be placed on the agenda for next month because it is an action item.
- ❖ Glen Hughes asked about the impact the work on the elevator had on patrons. Antony Deter explained that help was given up the stairs to anyone who needed it, and while there were some that were affected, on the whole, all went smoothly.

- ❖ Carol Linkowski asked about the Building Needs Report. Director Antony's concern is that he does not have enough knowledge about some of the projects without outside help. Willett Hofmann could be hired to look into the specifics of the projects (see new business).
- ❖ Director Deter showed several examples of City Directories that have been rebound stating that he will be sending more books to be rebound.

Treasurer's Report: Carol Linkowski made a motion to ratify the Treasurer's Report for December.

Susan Carlson seconded the motion and a verbal vote was taken:

Carol Linkowski: aye
Glen Hughes: aye
Terry Dunphy: aye
Susan Carlson: aye
Rachel Cocar: aye
Barb Coss: aye
Marcella Kitson: aye
Tracey Lawton: aye

The motion was carried

Invoices and Expenditures: Marcella Kitson made a motion to ratify the Library Invoices and Expenditures for January. Rachel Cocar seconded the motion and a verbal vote was taken:

Carol Linkowski: aye
Glen Hughes: aye
Terry Dunphy: aye
Susan Carlson: aye
Rachel Cocar: aye
Barb Coss: aye
Marcella Kitson: aye
Tracey Lawton: aye

The motion was carried

Committee Reports:

- ❖ Finance and Budget - Glen Hughes & Terry Dunphy:
- ❖ Building and Grounds - Terry Dunphy & Rachel Cocar:
- ❖ Personnel and Salary - Peter Shaw & Barb Coss: Copies of evaluations from other libraries were provided. Peter Shaw will be meeting with Director Deter at 1pm on 2/11/18 to discuss the information.
- ❖ By-Laws, Policies, and Procedures - Carol Linkowski.
- ❖ Technology and Technology Resources - Tracey Lawton & Marcella Kitson.

Capital Plan Activity:

- ❖ The overspending on the youth library shelving will be made up on the furniture upstairs.
- ❖ Still waiting on the final bit of remediation for the technology space. There is currently a part missing from the wall preventing the final work from being completed.
- ❖ Overage on elevator was due to needing a new sub-panel.
- ❖ The electrical heater in the “pit” of the elevator had to be replaced because the old one was not working.
- ❖ The HVAC system in the elevator room was roughly \$1000 more than the original estimate; however, Brown did not charge the Library for this upgraded cost.
- ❖ The elevator, since being repaired, has passed inspection.
- ❖ Glen Hughes questioned what fund the monies for the elevator would come from. Director Deter gave several options for the Board to contemplate with a request for more detailed choices to be provided next month.

Unfinished Business: none

New Business:

Loan and Return of Materials

- ❖ Section 6 A 1: Add “Fee paying non-residents, and the various providers of grants, memorials, and donations.”
- ❖ Section 6 A 2: Add “returned late, damaged, or not returned at all.”
- ❖ Section 6 A 3: Add *and expense to the “Library”* - strike the word “taxpayers.”

Fines

- ❖ Section 6 E : The Director was asked to add language to that section. The section will be tabled until next month because it was not included in the Board Packet.

Willett Hofmann

- ❖ Willett Hofmann has agreed to perform a Building Assessment Study focusing on building code compliance, overall building and building system functionality, aesthetics, public safety, and potential environmental hazards in an amount not to exceed \$15,500. Moving forward with the Capital Plan, Director Deter wanted Willett Hofmann to give the Board a “shopping list” that prioritizes work to be done. This would allow the Board to pick and choose what projects to complete with the scope already completed.
- ❖ There are issues with the electrical panel that could be a potential fire hazard. The Deputy Fire Chief was concerned by the panel when he came through for inspection. Agenda 12d is the first estimate for the electrical system. The Director will seek more bids for the work that will need to be done. The 2 most critical issues with the electrical system - the elevator breakers- have been resolved. In next year’s Capital Plan, there is \$50,000 put aside for electrical work. Glen Hughes asked if we should be only replacing the electrical or if we should be covering the full scope of electrical including the trace and labeling. Antony Deter explained that if the Board chose to group everything together it would need to be put out to bid. Otherwise the electrical could be labeled as 2 distinct jobs and no bid would be necessary. Because of the urgency of the electrical issues, the Board agreed to have separate estimates gathered for the next meeting so the needed electrical work can be completed as soon as possible.
- ❖ The window well is also a concern because of the flooding that occurs in the spring.

- ❖ It was agreed that the hiring of Willett Hofmann would be tabled until the per hour rate was known.

At 6:48 pm, Marcella Kitson made a motion to adjourn with Rachel Cocar seconding the motion. The meeting was adjourned at 6:48 pm.

Respectfully Submitted,
Tracey Lawton, Secretary