

## MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

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**Monday, August 14, 2017**

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

**Absent with notice:** Peter Shaw

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

Interim President Tracey Lawton called the meeting to order at 5:37 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:** Carol made a motion to approve the July Meeting Minutes of the Dixon Public Library Board of Trustees as presented . Marcella seconded the motion, and the motion was approved.

**President's Report: Deferred until later in the meeting**

**Director's Report:**

- Still waiting for SBM to deliver furniture.
- Invoices for June LEAF higher because of quarterly color copy catch up
- Capital plan activity: Glen Hughes questioned regarding replacing furniture. The Director explained that he was looking at two vendors, TLS and SBM. He showed trustees catalogs with items he has in mind.
- Traffic counters were ordered and it was questioned as to whether it was approved. The Director thought he was approved to order. There was a clarification that the other vendor was over budget, and the third vendor never got back to him. Therefore he ordered the counter that was within the budget allowed.
- Glen commented on the circulation. The Director explained that circulation figures are difficult to predict.

**Treasurer's Report:** Beginning balance of the checking account on May 31, 2017 was \$70,117.35. Total expenditures for June were \$10,00.00 and total deposits were \$863.59. The ending balance as of June

30, 2017 was \$60,582.74. The beginning balance of the checking account on June 30, 2017 was \$60,582.74. Total expenditures for July were \$367.58 and the total deposits were \$2116.00. The ending balance as of July 31, 2017 was \$62,332.88. No changes in the trust funds. After reviewing the figures, Barb Coss made a motion to accept the checking account and trust fund figures for June and July. David Badger seconded the motion, and the motion was passed by the Board. The Board reviewed Invoices and Expenditures for June 2017 and July 2017. Barb Coss made a motion to accept the figures and Terry Dunphy seconded the motion. The motion was passed by the Board.

#### **Committee Reports:**

- ❖ **Finance and Budget:** Terry Dunphy & Glen Hughes
- ❖ **Building and Grounds:** Terry Dunphy and Rachel Cocar
- ❖ **Personnel and Salary:** Peter Shaw and Barb Coss
- ❖ **By-Laws, Policies, and Procedures:** Carol Linkowski & David Badger
- ❖ **Technology and Technology Resources:** Tracey Lawton & Marcella Kitson

#### **Unfinished Business:**

- None

#### **New Business:**

- The Director thought it would be a good idea to have a policy showing that the Library is compliant with the directives from the Local Records Unit. Item number 1 will help with a FOIA request. Right now there are documents decades old and the request only allows 5 days to respond. Being able to destroy items will allow this request to be easier. He did explain that just because we have permission doesn't mean that we have to destroy all documents; especially if something is of historical importance. Eventually the records would have to be digitized. Rachel motioned to approve section 24 local records retention and Carol seconded. The Board approved the policy
- New section 25 Freedom of Information Act is a policy that the board had approved in the past; however, there is not a date attached to it. Advantages of having the policy answers multiple questions about requests. The Library cannot make patrons use the form, but the form will make it easier. Glen Hughes questioned paragraph F and the ability to request information in any way. Patrons don't need to use the form but they are required to indicate if they are commercial as stated in 3 and 4. Under F FOIA request part 1 strike the last line that states "there is no legal requirement that you do so, and you may make the request in any way." Part 1 section i. Change the language to "Use request form (see attached) or make your request in another manner." David Badger had concerns about honoring oral requests and would like the Director to check with the city attorney to see if we can require a written request. Language would then be added to say "...or make your written request in another manner." Actioned tabled for next month.

- Alan Hulstedt wanted to highlight everything we have done to try to get bids. It was advertised in 2 newspapers, faxed to 20 contractors, and put on the website. At this point, we only have 1 bid for \$115,000 which is \$15,000 over what was budgeted. Bid speck was 5 year warranty and maintenance. That is already included in the \$115,000 which means that in comparison with what we currently pay, it will be a 5 year savings of \$7784. Engel electric and ThyssenKrupp do the elevator work. Original company was Montgomery and they were bought out by Kone, but had no interest in the bid. All 4 elevator companies felt that this should be managed by a general contractor. There was concern over spending \$9800 to redo the interior of the elevator. The current “egg crate” ceiling in the elevator makes it difficult to change light bulbs. ThyssenKrupp had suggestions for Bill Brown to reduce the original cost of the estimate. Because the estimate was over budget, Carol Linkowski asked if we had to state where the money was coming from. A motion to approve the base bid of \$115,000 to modernize the elevator was made by Carol Linkowski and seconded by Barb Coss. The Board approved the motion.
- Motion by Carol Linkowski, seconded by Rachel C. that any two officers: President, Vice President, Treasurer, or Secretary are authorized to open or close any deposit account for the Dixon Public Library. Any one officer may endorse checks, or otherwise withdraw or transfer deposit funds, up to \$5,000. Amounts over \$5,000 will require signature of any two officers. As of 26 June 2017, the elected officers are Glen S. Hughes, President; J. Peter Shaw, Vice President; Terry A. Dunphy, Treasurer; Tracey J. Lawton, Secretary.

At 7:08pm, Marcella Kitson made a motion to adjourn with Terry Dunphy seconding the motion. The meeting was adjourned at 7:09pm.

Respectfully Submitted,  
Tracey Lawton, Secretary