

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, October 9, 2017

In attendance: Director Antony Deter, Glen Hughes, Carol Linkowski, Barb Coss, Tracey Lawton, Terry Dunphy,

Absent: Marcella Kitson, Peter Shaw, David Badger and Rachel Cocar

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

President Glen Hughes called the meeting to order at 5:41 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 Linkowski made a motion to approve the September Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Terry Dunphy seconded the motion, and the motion was approved.

President's Report:

Director's Report:

- ❖ Clarification about the DEMARC box being moved from the elevator shaft because it is currently violating the elevator code. Director Antony Deter is asking for 2 different quotes from CenturyLink: one about moving the box and another about a new telephone system.
- ❖ There was a question about evaluations and to whether there is a consistent form being used. The director said that he generated a document that was formed from several sources -one being what the city of Dixon uses. Part of this form has goal setting in 3 areas. The hope is that the goals will be measureable and can be used to judge progress. The current form is a first draft and is being used on an employee that is in her probation period.
- ❖ Training webinars should be done by March 15. There have been some difficulties with getting onto the web site with the link; however, the director assured the board that if there were issues, another link could be sent by him.
- ❖ Background and reference checks came back without issues about the custodian. He has been offered and accepted the position. His tentative start date was October 9.

Treasurer's Report:

- Checking account beginning balance of \$62,822.52. Total expenditures were \$506.66. Total deposits \$294.57 with \$1.60 in interest. Which leaves a \$62,678.03 ending balance. CD's have nothing due until May. A motion to approve the Treasurer's Report including trust funds, bills, expenditures, and account balances was made by Barb Coss. Carol Linkowski seconded the motion and the motion was carried.
- There was discussion about the amounts of money coming in from Kullerstrand book sales declining. Director Deter explained that sales have picked up recently, however, the slower sales could be due to the fact that the books that are left to sell are worth less in value or getting smaller in volume.
- Glen Hughes brought up a question about the balance of the trust. His calculations differ from the balance according to p. 6, Supplies and Services. According to the Supplies and Services page 6, the \$67.15 difference is not showing up on the Trust Fund page. After reviewing the numbers, it was realized that several bills were being totaled and subtracted as a group causing some confusion. All monies were accounted for and confusion cleared. A motion was made by Carol Linkowski to approve the Library Invoices and Expenditures. Insurance rates were lower because Director Deter is currently waiving insurance. The library had 2 large subscriptions come through which is why there was a jump in subscriptions. The motion was seconded by Terry Dunphy and was carried.

Discussions:

- No change in Capital Plan. The director will talk to Brown Construction about the project of the window well.
- In regards to circulation, ebook check out is decreasing and the the print book check out rate is increasing.
- The director explained a draft that he created called Return on Investment Trial Report. It gives each item a cost and factors that cost versus what we are spending. For the past year, according to current figures \$1,964,101.50 is the total for the library's return on investment. The director shared that some things cannot be given a number however this form could prove useful in the future.

Committee Reports:

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

Unfinished Business: none

New Business: none

At 6:41 pm, Barb Coss made a motion to adjourn with Tracey Lawton seconding the motion. The meeting was adjourned at 6:41pm.

Respectfully Submitted,
Tracey Lawton, Secretary