

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

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**Monday, November 13, 2017**

**In attendance:** Director Antony Deter, Peter Shaw, Marcella Kitson, Carol Linkowski, Terry Dunphy, Rachel Cocar, Glen Hughes and Tracey Lawton

**Absent:** Barb Coss, David Badger

**Meeting Location:** TAD Room on the lower level of the Dixon Public Library

President Glen Hughes called the meeting to order at 5:31pm

**Citizens Present:** Sarah Bingaman

**Citizen's Comments:** Sarah Bingaman is a tutor that has been coming to the library once a week for the past 3-4 years. She loves the children's programs and the painting that was done upstairs in the adult section. She is a member of Action for a Better Tomorrow - Sauk Valley and would like clarification for the bulletin board upstairs. She wants to know the sizes the posters need to be so her group's posters can be put up because currently some are being put up and others are not. In addition, because of the limited meeting room in Downtown Dixon, she would like to know if the TAD Room on the lower level of the Library would be available for groups to use.

**Trustee's Comments:** Glen Hughes reminded the Board Members that certified letters were coming in regards to 3 pieces of property being annexed by the city.

**Approval of the Minutes:** Marcella Kitson asked for a clarification of a word from the October meeting minutes. Director Deter clarified the minutes were right. Terry Dunphy made a motion to approve the October 9th Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Marcella Kitson seconded the motion, and the motion was approved.

**President's Report:** David Badger's resignation was announced and his resignation letter was passed around..

**Director's Report:** Director Antony Deter had estimates on furniture to replace the lounge furniture upstairs as well as chairs for various desks and tables upstairs. The Sterling Public Library uses this furniture company, and it was suggested to the Director.

The Director complimented the job that Allen has done for the library.

Director Antony Deter handed out a spreadsheet about insurance costs, which describes the changes in expected costs, and explained expected changes to the city's insurance.

**Treasurer's Report:**

- A motion to approve the Treasurer's Report for October as presented was made by Marcella Kitson. It was then seconded by Peter Shaw and the motion was carried.
- A motion to ratify the Treasurer's invoices and expenditures for October was made by Peter Shaw. The motion was seconded by Carol Linkowski and the motion was carried.

**Discussions:**

- Discussion about the bulletin board/meeting room. For time purposes the subject should be moved to next month's meeting agenda. There should be no for profit signs. Some things to look at are size and time the sign on the board.
- Glen Hughes asked if we need a separate meeting date to meet about the budget. Tentatively January 29, 2018 should be put on the December meeting agenda as a possible special meeting date.

**Committee Reports:**

- ❖ **Finance and Budget: none**
- ❖ **Building and Grounds: none**
- ❖ **Personnel and Salary: none**
- ❖ **By-Laws, Policies, and Procedures: none**
- ❖ **Technology and Technology Resources: none**

**Unfinished Business: none****New Business:**

Director Deter has 4 estimates for replacing the phone system. A spreadsheet was handed out explaining the costs of each estimate for seven years (the expected length of the system); however, comparisons are difficult because they each have differences that make it difficult to compare. After going over the pros and cons on the spreadsheet, Peter Shaw made a motion to update the Library's phone system by moving to the TIG system as presented by Director Antony Deter. Terry Dunphy seconded the motion and the motion was carried.

**Holiday observances for 2018 - proposed**

1. New Year's Day - Monday January 1st
2. Martin Luther King Day - Monday January 15th
3. Presidents Day - Monday February 19th
4. Memorial Day - May 28th
5. Independence Day - Wednesday July 4th
6. Labor Day - Monday September 3rd
7. Veterans Day - Monday November 12th
8. Thanksgiving - Thursday November 22nd

9. Day after Thanksgiving - Friday November 23rd
10. Christmas Eve - Monday December 24th
11. Christmas Day - Tuesday December 25th
12. New Year's Eve - Monday December 31st

Board meeting calendar for 2018 - proposed (Usually second Monday of the month)

January 8th  
February 12th  
March 12th  
April 9th  
May 14th  
June 11th  
July 16th  
August 13th  
September 10th  
October 8th  
November 19th  
December 10th

- Rachel Cocar motioned to approve the holiday calendar for 2018 and the board meeting schedule for 2018 with the approved changes for July and November. Marcella Kitson seconded the motion and the motion was carried.
- Terry Dunphy will meet with Glen Hughes this Friday, November 17 to sign the check for \$23,000 from the trust to operating fund.
- Began the review of chapters 1-5 of the Trustee Fact File and will conclude the review at the December meeting.

At 7:06 pm, Peter Shaw made a motion to adjourn with Terry Dunphy seconding the motion. The meeting was adjourned at 7:06 pm.

Respectfully Submitted,  
Tracey Lawton, Secretary