

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, March 12

In attendance: Director Antony Deter, Glen Hughes, Carol Linkowski, Barb Coss, Marcella Kitson, Rachel Cocar, Susan Carlson, Peter Shaw.

Absent: Tracey Lawton & Terry Dunphy

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

President Glen Hughes called the meeting to order at 5:37 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: Barb Coss made a motion to approve the February Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Susan Carlson seconded the motion, and the motion was approved.

President's Report: Glen would like to send out a survey for committee membership.

Director's Report:

- Capital Plan: SBM has completed the work. With door having ability to close, it has stopped patrons from approaching staff back there which allows them to feel more secure. Waiting for furniture to be delivered.
- Electrical proposals were submitted to the city for review.
- Financial: Budget line went over because of billing irregularities. Antony apologizes for this but has no control over it.
- Full day staff training – will it be unique to Dixon Public Library? Need to address issues with culture among the staff and their public facing behaviors. Interested in getting outside person to come in and speak to them about presentation, engagement. Want to encourage staff to take initiative to solve problems rather than delegate it upwards to the director. Find a balance between allowing Antony to be the decision maker but also to allow them to make some of their own decisions. City Manager has had interesting ideas about engagement and relationship building. Employee satisfaction isn't a good measure.

Treasurer's Report:

Marcella Kitson made a motion to ratify the Treasurer's Report for February. Barb Coss seconded the motion and a verbal vote was taken:

Carol Linkowski: aye
Peter Shaw: aye
Glen Hughes: aye
Susan Carlson: aye
Rachel Cocar: aye
Barb Coss: aye
Marcella Kitson: aye

The motion was carried

Invoices and Expenditures: Peter Shaw made a motion to ratify the Library Invoices and Expenditures for February. Marcella Kitson seconded the motion and a verbal vote was taken:

Carol Linkowski: aye
Peter Shaw: aye
Glen Hughes: aye
Susan Carlson: aye
Rachel Cocar: aye
Barb Coss: aye
Marcella Kitson: aye

The motion was carried

Committee Reports:

- ❖ **Finance and Budget: none**
- ❖ **Building and Grounds: none**
- ❖ **Personnel and Salary:** Peter Shaw and Barb Coss – They looked at various libraries to see how evaluations were handled. They asked Antony to put together a list of main duties of the director. Would like to develop a tool that would focus on the goals and improvements in a narrative setting as opposed to the 1-5 scale. Ideally there would be room for goals to be set at the beginning and then allow for advancement. Antony provided a document he developed which he compiled from various sources. Ideally the document would serve as a framework for setting goals. It was suggested that staff be able to complete a survey/evaluation for the director anonymously. It was asked if personnel committee could compile a shorter survey to distribute to various staff members. These questions could be directed to facilities management and personnel management. It was also suggested that various library members be surveyed for opinions/input. No action needed now. Some more work needed to make this a working document. Good steps forward toward final document.

- ❖ **By-Laws, Policies, and Procedures: none**
- ❖ **Technology and Technology Resources: none**

Unfinished Business:

- Alan from Willett Hoffman came to explain the Building Assessment survey proposal.
- Item 11b – discussion followed regarding having tradespeople come in to do separate surveys or to have Willett Hoffman perform the survey all at once. It was hoped that if Willett Hoffman was selected for the survey it would provide consistency. Peter Shaw made the motion to approve the proposal for the building survey. Susan Carlson seconded motion. There was no discussion. Motion passed unanimously.
- 11a. Discussion of changes to library handbook: Section 6 of board policy manual. See attached document for proposed changes. Discussion was started as to exploring collection options for extreme circumstances. Also, future discussion will include the possibility of changing the amount of the fines. Susan Carlson made the motion to approved the proposed changes to the loan and return of materials portion of the handbook. Peter Shaw seconded the motion. Motion passed unanimously.
- HVAC – Stewart’s declined to provide a proposal. Proposals were submitted by Mechanical and Loescher. Peter Shaw made a motion to accept the proposal from Loescher. Marcella Kitson seconded the motion. Motion passed unanimously.
- Electrical – Proposals received for Complete Electrical and Lee County Electric. Both were shared with City Hall. There were some concerns and questions were asked of Lee County Electric. A new proposal was submitted. Carol Linkowski made a motion to approve the proposal from Complete Electric. Peter Shaw seconded the motion. Motion passed. Six votes in favor, one vote against.

New Business:

- May 18th proposed day for library to close for staff training. This is the normal day for staff meetings. Carol Linkowski made a motion to approve Mary 18th as the staff training day. Susan Carlson seconded. Discussion included the possibility of combining the training with the electrical work so library would be closed one less day. Motion passed unanimously.
- Carol Linkowski made a motion to give Antony the authority to close the library for two days and the discretion to determine which two days should be used for that purpose. Peter Shaw seconded the motion. Antony made the point that if the electrical work would happen in May it would be into the next fiscal year but that shouldn’t be a problem because that money comes out of reserve. Motion passed unanimously.

At 7:12pm, Barb Coss made a motion to adjourn with Peter Shaw seconding the motion. The meeting was adjourned at 7:12pm.

Respectfully Submitted,
Tracey Lawton, Secretary