

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, April 9, 2018

In attendance: Director Antony Deter, Glen Hughes, , Barb Coss, Marcella Kitson, Rachel Cocar, Susan Carlson, Peter Shaw, Terry Dunphy & Tracey Lawton

Absent: Carol Linkowski

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

President Glen Hughes called the meeting to order at 5:34 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 March 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:

- President Glen Hughes realigned the committees:
 - Building & Grounds: Susan Carlson & Carol Linkowski
 - Personnel & Salaries: Peter Shaw & Marcella Kitson
 - By-laws, Policies & Procedure: Carol Linkowski & Barb Coss
 - Technology & Technology Resources: Rachel Cocar & Tracey Lawton
 - Finance & Budget: Terry Dunphy & Glen Hughes
- The minutes for the March meeting will change Susan Carlson's name from Sarah to Susan. A motion to approve the March Minutes with those minor correction was made by Barb Coss. Peter Shaw seconded the motion, and the motion was carried.
- Nominations for officers should be ready by June. Susan Carlson and Rachel Cocar will be the nominating committee.

Director's Report:

- Director Deter found a set of plans for the building from 1969 while going through the basement files. These plans show a line going to the sump pump from the window well. Currently, the sump pump is not working; however, the Director said that he is going to bring someone to give an estimated cost to fix the sump pump and the line. With this option, it may be cheaper than the alternatives to fix the window well flooding situation.

- Plans have been found from 1900, and Director Deter would like to look into a Chicago conservator company called Graphic Conservation Co. about restoring and preserving these plans.
- Director Deter showed the Board Members a scanned version of the plans from 1900.
- Chromebooks have been purchased so that coding programs can be taught to youth.

Treasurer's Report:

Peter Shaw made a motion to ratify the Treasurer's Report for March. Susan Carlson seconded the motion and a verbal vote was taken:

Terry Dunphy: aye
 Peter Shaw: aye
 Glen Hughes: 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 March. Terry Dunphy seconded the motion and a verbal vote was taken:

Terry Dunphy: aye
 Peter Shaw: aye
 Glen Hughes: 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:** none
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** none
- ❖ **By-Laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

Unfinished Business:

- **Director Evaluation Document:** Document 11a discusses possible domains for the evaluation and the suggested appropriate group(s) to evaluate the director for each domain. There is concern

that the 360 evaluation procedure will be too time consuming and possibly be more than what the committee feels is needed. The Director explained that it is important for him to be evaluated and held accountable; however, the evaluation should be done differently from the way the city does it's evaluations. Suggestions from the Director for creating the evaluation were to bring in the city's HR department for ideas, possibly ask for input from the public, and/or possibly to take the 8 domains and divide them up and cover some domains each year. Director Deter offered to take the information to the city's HR for suggestions from them. It was suggested that the meeting with the city HR also include Peter Shaw and Barb Coss as committee members. A discussion about the Director setting goals in a type of narrative and whether that narrative would be part of his evaluation was also discussed.

New Business:

- The Per Capita Grant came in and will be evident in next month's report. The Director wanted direction as to what to do with the monies from the grant if the priorities of the Library change. If the monies deviate differently between the programs listed under the "Library Grant": library, purchases, and info technology categories of the grant, as long as it does not go over the total amount, if that will need Board approval or if the Director has flexibility. The Board agreed that as long as the total monies do not go over the amount of the Per Capita Grant, then the director does not need Board approval.
- Agenda 12b: Section 6: Loan and Return of Library Materials
 - Director Deter would like the fines for youth patrons through 8th grade to be eliminated. This is due to the fact that patrons this young have no real way of returning materials. Discussion followed about the 2 week grace period, the idea of no fines, and the idea of fines.
 - The Board, as well as the Director, agreed that the 2 week grace period is counter-productive.
 - The Board was in disagreement as to whether fines help get materials back. Director Deter suggested that the current procedures in place allow materials to be returned before fines are assessed.
 - Disagreement continued because developmentally there is a difference between elementary and middle school aged children. An idea that elementary students would have no fines, but middle school aged students would have fines is logistically possible.
 - Director Deter also suggested a new category of Library Card for high school students.

President Glen Hughes suggested that this be tabled until the next meeting because of the late hour.

At 7:30pm, Barb Coss made a motion to adjourn with Peter Shaw seconding the motion. The meeting was adjourned at 7:30pm.

Respectfully Submitted,
Tracey Lawton, Secretary