

Monday, May 14, 2018

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

Absent: Tracey Lawton

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

President Glen Hughes called the meeting to order at 5:32pm.

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: Marcella Kitson made a motion to approve the April Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Susan Carlson seconded the motion, and the motion was approved.

Building Assessment Presentation by Alan Hulstedt from Willett Hofmann & Associates Inc.: Alan presented the building assessment he completed with a comprehensive list of all updates and remodels needed. After a brief overview of the entire assessment, Antony made the recommendation that all testing for asbestos be done prior to any work. Alan indicated there were approximately 46-76 tests available and would cost around \$900. He reiterated that the cost cannot be fully determined until we know where the asbestos is. Alan also indicated there were stipulations given for dealing with lead-based paint. He estimated the cost to replace all lead-based paint at \$36,000.

Antony, Alan and the Building Committee will meet to prioritize the projects listed in the assessment.

Director's Report: Director Deter submitted a brief report and Building Improvement Report.

Treasurer's Report: President Hughes mentioned that there was a CD coming due in May. He suggested possibly looking at moving it. Peter Shaw made a motion to ratify the Treasurer's Report for April. Barb Coss seconded the motion and the 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

Carol Linkowski: aye

Invoices and Expenditures: Susan Carlson made a motion to ratify the Library Invoices and Expenditures for April. Barb Coss 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

Carol Linkowski: aye

The motion was carried.

Director Deter mentioned the city's finance director advised \$50,000 allotted for elevator work should go through the operating budget.

Committee Reports:

- ❖ **Finance and Budget:** none
- ❖ **Building and Grounds:** It was reiterated that the committee will meet with Alan and Director Deter to develop and prioritize list of work to be done based on the Building Assessment.
- ❖ **Personnel and Salary:** The committee met with Amanda from the city's HR department to further discuss the director's evaluation. They will continue to meet with her to come up with a more workable document.
- ❖ **By-Laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none
- ❖ **Nominating Committee:** Susan and Rachel will speak to current officers and submit a ballot for the June meeting.

Unfinished Business:

Amendments were made to agenda item 12b to strike the fine for media items returned to the book drop box outside the library. Director Deter also suggested giving transitional membership for members aged 14-18 for liability purposes.

In section E related to library fines Carol Linkowski made the following motion: to amend the fines to read as follows:

1. Fines for return of materials in breach of this policy:
 - a. 20 cents per day for books, magazines, and all media;
 - b. 50 cents per day for overdue interlibrary loan materials;
 - c. \$1.00 for unclaimed interlibrary loan materials.

Marcella Kitson seconded the motion and the motion passed.

New Business: Director Deter would like to sell the blue vinyl furniture as well as the Gaylord card catalog. Peter Shaw made a motion to give Director Deter the discretion to sell those items. Terry Dunphy seconded the motion. A verbal vote was taken:

Terry Dunphy: aye

Peter Shaw: aye

Glen Hughes: aye

Susan Carlson: aye

Rachel Cocar: aye

Marcella Kitson: aye

Carol Linkowski: aye

At 7:24pm, Marcella Kitson made a motion to adjourn the meeting. Peter Shaw seconded the motion. The meeting was adjourned at 7:24pm.

Respectfully Submitted,

Rachel Cocar, acting secretary