

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

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**Monday, June 11, 2018**

**In attendance:** Director Antony Deter, Marcella Kitson, Carol Linkowski, Susan Carlson, Peter Shaw, Barb Coss, Terry Dunphy & Tracey Lawton

**Absent:** Glen Hughes, Rachel Cocar

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

Vice President Peter Shaw called the meeting to order at 5:33 pm

**Citizens Present:** There were no citizens present

**Citizen's Comments:** There were no citizen's written or emailed comments.

**Trustee's Comments:** Carol Linkowski mentioned that while at the Urbana Free Library, she saw that they had microscopes, a model of an eye and other items for loan. This brought up possibilities for the Dixon Library.

**Approval of the Minutes:** Marcela Kitson made a motion to approve the May 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:**

- There was none due to President Hughes being on vacation

**Director's Report:**

- Alan Hulstedt, Carol Linkowski, Susan Carlson and Director Deter met to discuss project ordering in the Capital Plan. Copies were distributed. It was explained that the ordering was according to safety issues.
- Director Deter took the Board into the room to show the now working sump pump along with the back-up. There was also an alarm ordered that if triggered, because of the sump pump failing, will automatically text the Director.
- The Director also distributed 3-D pictures of a desk that he would like from SBM; it is not currently part of the Capital Plan because he just received the information from SBM. Carol Linkowski asked if it had to be in the Capital Plan, and Director Deter answered that because it is not a budgeted item, it would need to come out of the Capital Fund.
- The staff retreat/training had a dementia presentation in the morning. Then a nurse from KSB did a basic first aid training, CPR training and AD training. The afternoon was filled with break

out sessions. The day provided both education and comradery that have the staff enthusiastic about many of the ideas.

- There has been a decrease in youth books being checked out. Director Deter will discuss with staff after the Summer Reading Program is over what to do about the decrease. In addition, using the new WIFI counters, it showed 604 people have used our WIFI and several used the WIFI on Sundays even with the Library closed.

#### **Treasurer's Report:**

Terry Dunphy changed one of the CDs and realized that only her name was on the CD. As per the resolution passed earlier in the year, all of the current officers names were added onto the CD. Carol Linkowski made a motion to ratify the Treasurer's Report for May. Barb Coss seconded the motion and a verbal vote was taken:

Terry Dunphy: aye

Peter Shaw: aye

Barb Coss: aye

Carol Linkowski: aye

Susan Carlson: aye

Marcella Kitson: aye

Tracey Lawton: aye

The motion was carried.

**Invoices and Expenditures:** Susan Carlson made a motion to ratify the Library Invoices and Expenditures for May. Marcella Kitson seconded the motion and a verbal vote was taken:

Terry Dunphy: aye

Peter Shaw: aye

Susan Carlson: aye

Carol Linkowski: aye

Barb Coss: aye

Marcella Kitson: aye

Tracey Lawton: aye

The motion was carried.

#### **Committee Reports:**

- ❖ **Finance and Budget:** none
- ❖ **Building and Grounds:** This will be covered in the agenda later.
- ❖ **Personnel and Salary:** This will be covered in the agenda later.
- ❖ **By-Laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

#### **Unfinished Business:**

- The Nominations Committee has reported that all current officers agreed to continue on for next year.
- The evaluation document was tabled by Peter Shaw as acting president because Amanda Bradshaw was not able to meet, largely due to circumstances arising from the shooting at Dixon High School.
- Section 6, part E dealing with fines has 3 suggested changes. The first is that both adult and youth borrowing and computer privileges will be suspended at \$10. Second #3 would be removed from the policy. In addition, youth patrons would be able to pay off their fines with a “Read Off” contract. There was some concern that parents will fill out the contract without the reading being done; however, Director Deter said that both he and the staff agree that the library is offering a way for youth to continue to use the library, and the risk is worth having youth continue to use the Library. Section 6, part F dealing with collections was discussed. The use of a collection agency was brought up again. It was suggested that patrons with enough overdue materials may be charged a fee of \$10 to cover the cost of the agency. Currently, there is close to \$15,000 of materials missing from the Library. The goal is to get the materials back. Susan Carlson made a motion that the suggested changes in Section 6, part E, including the fine amount being moved to \$10, and part F be ratified. Terry Dunphy seconded the motion, and the motion was carried.

#### **New Business:**

- Carol Linkowski moved to accept the nominations presented by the Nominations Committee. Marcella Kitson seconded the motion, and the motion was carried. After the vote, all officers from last year were re-elected. Officers will be:

President: Glen Hughes  
 Vice President: Peter Shaw  
 Secretary: Tracey Lawton  
 Treasurer: Terry Dunphy

- Non-resident card offering and fee was discussed. Using the formula, the new amount for non-resident card would be \$72.28. Carol Linkowski made a motion to continue to offer non resident library cards at \$70 per year beginning January 1, 2019. Marcella Kitson seconded this, and the motion was carried.
- As stated earlier, the projects for the Capital Plan for 2018-2019 have been ordered according to priority. The furniture for the director’s office is not included in the amount for the presented Capital Plan. Since the plan was made, the air conditioner in the Teaching and Developing Room began leaking freon. There are no parts available and it is illegal to refill a leaking air conditioner with freon, so the Director will get estimates for a replacement unit. After looking at the expenditures, it was recommended that money be moved from the Restricted Fund to the Reserve Capital Fund. Carol Linkowski moved to add the Director’s furniture to the Capital Plan and accept the draft of the Capital Plan with the modification. Barb Coss seconded the motion, and the motion carried. Carol Linkowski moved to transfer \$35,000 from the Restricted Fund to the Capital Fund. Susan Carlson seconded it. A verbal vote was taken.

Terry Dunphy: aye

Peter Shaw: aye  
Susan Carlson: aye  
Carol Linkowski: aye  
Barb Coss: aye  
Marcella Kitson: aye  
Tracey Lawton: aye  
The motion was carried.

At 6:57pm, Marcella Kitson made a motion to adjourn with Terry Dunphy seconding the motion. The meeting was adjourned at 6:57pm.

Respectfully Submitted,  
Tracey Lawton, Secretary