

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, July 16, 2018

In attendance: Director Antony Deter, Marcella Kitson, Susan Carlson, Peter Shaw, Barb Coss, Terry Dunphy, Glen Hughes, Rachel Cocar & 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 5:33 pm

Citizens Present: There were no citizens present

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

Trustee's Comments: none

Approval of the Minutes: Peter Shaw made a motion to approve the June 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: none

Director's Report:

- Director Deter pointed out that after having a book sale, St. Luke's Church will donate the proceeds to the Library.
- In regards to the flooring estimate, Glen Hughes asked if the current asbestos tile would be able to be covered by the new flooring, or if the tile would have to be ripped up. The Director said that the new flooring can be laid directly over the old tile without having to remove or mitigate it.
- The sales from the book cart can be found on the Trust Fund, Memorials, and Special Funds page.
- A dehumidifier was purchased for the lower level as a result of the air conditioner going out in the Teaching and Development Room. The dehumidifier will eventually be used for the storage areas and attached to the sump pump.

- When comparing the numbers from last year to this year, most areas of circulation are up with the exception of the CD collection. The director is looking into the possibility of phasing the CD's out and replacing them with a digital music service.
- ComEd has suggested ways to save the taxpayers money like changing the light bulbs to LED. The director is looking at these savings as well as a possible rebate from ComEd when the new air conditioning unit is installed.

Treasurer's Report:

Peter Shaw made a motion to ratify the Treasurer's Report for July. Barb Coss seconded the motion and a verbal vote was taken:

Susan Carlson: aye

Rachel Cocar: aye

Barb Coss: aye

Terry Dunphy: aye

Glen Hughes: aye

Marcella Kitson: aye

Tracey Lawton: aye

Peter Shaw: aye

The motion was unanimously carried.

Invoices and Expenditures: Susan Carlson made a motion to ratify the Library Invoices and Expenditures for July. Terry Dunphy seconded the motion and a verbal vote was taken:

Susan Carlson: aye

Rachel Cocar: aye

Barb Coss: aye

Terry Dunphy: aye

Glen Hughes: aye

Marcella Kitson: aye

Tracey Lawton: aye

Peter Shaw: aye

The motion was unanimously 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:

- There has been nothing new on the creation of the Director's Evaluation.

2018-2019 Capital Plan changes

- There is a significant difference in the original glass estimate. According to Allen Philhower, his estimate was based on impact resistant and fire rated glass. The Director has since spoken with Dixon Glass, and it was realized that the wood in the doors requiring the new glass is not fire rated; therefore, there is no need to use fire rated glass.
- An estimate given to the Director from Complete Electric for all of the needed electrical wiring came in roughly \$5000.00 less than what Willett Hofmann and Associates estimated. Some of the electrical issues can be fixed at a later date so they can be paired with other jobs to save money.
- For the above reasons, some original estimates in the approved 2018-2019 Capital Plan were overestimated to the tune of roughly \$17,000. The Director would like those monies reappropriated for other projects.
 - One of those projects would be replacing the air conditioner in the Learning and Development room. There have been 3 estimates given for the new unit.
 - Brother's Flooring gave an estimate of \$3800.00 to lay carpeting over the asbestos tiles near the staff restroom on the lower level.
 - A discussion about the 2 estimates for asbestos abatement that is needed took place. One estimate for \$5600.00 was for the areas on the lower level: the green tile in the storage room and several areas in the Family History Room. The second estimate for \$3280.00 was for the Director's office and the faculty lounge where all of the panelling would be removed because of the asbestos glue. The estimates only include abatement.
 - A brief tour of the affected areas of the lower level was taken by the Board Members.
 - The Director recommended that the asbestos removal be moved to next year. Glen Hughes suggested that Director Deter get estimates to fix the office area and lounge once the asbestos has been removed.
- After some discussion, a motion to adjust the 2018-2019 Capital Plan to include the Brother's Flooring estimate to lay new carpeting on the lower level of the Library and to include the Most Plumbing and Mechanical estimate for removing the old air conditioning unit and replacing it with a new unit was made by Rachel Cocar. Peter Shaw seconded the motion and the motion was carried.

New Business: none

At 6:46 pm, Peter Shaw made a motion to adjourn the meeting. Rachel Cocar seconded the motion, and the meeting was adjourned at 6:46 pm.

Respectfully Submitted,
Tracey Lawton, Secretary