

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

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**Monday, August 13, 2018**

**In attendance:** Director Antony Deter, Marcella Kitson, Carol Linkowski, Susan Carlson, Terry Dunphy, Glen Hughes, & Tracey Lawton

**Absent:** Rachel Cocar, Peter Shaw & Barb Coss

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

Secretary Tracey Lawton called the meeting to order at 5:30pm

**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 comments

**Approval of the Minutes:** Marcella Kitson made a motion to approve the July 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 no President's Report

**Director's Report:**

- Most Plumbing has pushed back their start date one week because of supply problems. The replacement air conditioner was ordered and will be here in the next couple of weeks. Brother's Flooring began installing carpet tile over the gray tile flooring; however, 3 doors will now not close. Director Deter is looking into estimates to fix the doors. The old electrical supply panel for the sump pump has been disconnected and the new panel has been started.
- The Director spoke with Brown Construction about the main floor ceiling that separates the main floor from the attic. The price given would include removing the drop ceiling and subcontracting out for the electrical. The specific estimate should be here by the September Board Meeting.

- In addition, Witzleb Drywall and Remodelling was the only company out of three to give an estimate for drywalling the attic. The estimate includes removal of all of the debris and the use of 5/8" drywall. Additionally, the estimate includes repairing and/or replacing plaster where needed, and also putting on 2 coats of paint. The director brought in original pieces of the plaster with original paint and it was agreed that the new color(s) should stay close to the original color. The Director also suggested that while working on the water damaged piece of ceiling, a hole could be cut into the ceiling to see if any of the original sky light is still there. The quote also included other walls that need repairing on the lower level. The quote was for \$15,500 and work could begin this fall.
- The director also spoke with Brown Construction about the asbestos floor in the storage area. Brown Construction suggested Director Deter contact the company that is going to remove the asbestos and ask them to remove the tile. As a result, Sterling Environmental is writing a proposal for the demo and removal of the asbestos and tiles. If Sterling Environmental removes the tiles, Brown Construction would then come in a pour new cement floors. Both of those proposals should be in by the next Board Meeting. This work would replace all of the termite damage and also replace all of the asbestos floors.
- The July 2018 report (page 7) may have an error. The Interest Income was estimated at \$125, but came in at \$1075. The Director questioned City Hall, and they will look into it and get back to him at a later time.
- There have been 2 offers for the card catalog: one for \$100 from the Lee County Historical and Genealogical Society and a second offer came through Diane for \$700, plus the person said that they would come pick it up. The Board agreed that the amount of \$700 should be accepted.
- The Director requested President Hughes to create either a standing committee or an ad hoc committee for Collection and Collection Development.

**Treasurer's Report:**

Susan Carlson made a motion to ratify the Treasurer's Report for July. Tracey Lawton seconded the motion and a verbal vote was taken:

Susan Carlson: aye

Terry Dunphy: aye

Glen Hughes: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

**Invoices and Expenditures:** Marcella Kitson made a motion to ratify the Library Invoices and Expenditures for July. Carol Linkowski seconded the motion and a verbal vote was taken:

Susan Carlson: aye

Terry Dunphy: aye

Glen Hughes: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

**Committee Reports:**

❖ **Finance and Budget:** none

❖ **Building and Grounds:** none

❖ **Personnel and Salary:** An evaluation document has been written by Amanda Bradshaw and was shared with the committee.

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

❖ **Technology and Technology Resources:** none

**Unfinished Business:**

- The Evaluation Document is still being looked at by the committee.

**New Business:**

- The Director requested approval to dispose of the old Director's desk. Carol Linkowski made a motion to authorize the Director to dispose of the old Director's desk. Marcella Kitson seconded the motion and the motion was carried.

At 6:21 pm, Marcella Kitson made a motion to adjourn the meeting. Susan Carlson seconded the motion, and the meeting was adjourned at 6:21pm.

Respectfully Submitted,  
Tracey Lawton, Secretary