

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, September 10, 2018

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

Absent: Barb Coss and Rachel Cocar

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

President Glen Hughes called the meeting to order at 5:37pm

Citizens Present: There were no citizens present

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

Trustee's Comments: There were none

Approval of the Minutes: Carol Linkowski made a motion to approve the August Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Marcella Kitson seconded the motion and the motion was approved.

President's Report: There was no President's Report.

Director's Report:

- The air conditioner in the TAD room has been replaced and ceiling area where the old unit was has been replaced.
- The director is still waiting for Brown to give an estimate for possible work to be done; however, the asbestos estimate has now been split into two parts.
- The Director asked Becky Fredericks about the money the library received from interest, and was told that some of the Library's Restricted Funds Balance has been invested.
- There is an outfit at SIU Edwardsville that is working on original cataloging of historical collections for free, and several of the Library's books have been sent to them to allow cataloging.
- The Director would like to start the "We Want You Back Campaign" by sending out postcards. There are about 100 patrons that the post cards would get mailed to. This

would give the Library a starting point to decide what to do next. There was an extensive discussion about whether or not to forgive fines for the groups: a group of about 100 still owes materials and a group of about 300 have returned materials but still owe fines causing their cards to be blocked. The group that still owes materials will be targeted first. Carol Linkowski suggested that before the postcards go out, that the director drafts what will appear on the website for the Board to see and then decisions can be made with what to do.

- The director is getting an estimate to make the 4 bathrooms ADA compatible.
- The Per Capita Grant allocation from the State is over \$8000 more than expected because of the increase the State of Illinois levied.

Treasurer's Report:

Susan Carlson made a motion to ratify the Treasurer's Report for August. Peter Shaw 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

Peter Shaw: aye

The motion was carried.

Invoices and Expenditures: Marcella Kitson made a motion to ratify the Library Invoices and Expenditures for August. Susan Carlson 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

Peter Shaw: aye

The motion was carried.

Committee Reports:

- ❖ **Finance and Budget:** A CD is coming due soon.
- ❖ **Building and Grounds:** none

- ❖ **Personnel and Salary:** To be discussed in New Business.
- ❖ **By-Laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

Unfinished Business:

- A new evaluation form for both the staff and the Board for the Director was presented. The process starts with the Directors goals for the year and go from there. Meets expectations would be the is the standard. There was a discussion with the committee and Director Deter to only have meets expectations and fails to meet expectations on the form to prevent scoring from becoming arbitrary. Carol Linkowski raised a question about whether or not all staff would fill out evaluations for the Director. A discussion then followed with several ideas debated. It was generally agreed that the evaluations should be filled out by full-time staff only. While staff members will be filling out evaluations, those evaluations will become part of the Board's overall evaluation for the Director. Further discussions by a representative from the Personnel and Salary Committee and a representative from the By-Laws, Policies, and Procedures Committee are needed so the Director's Evaluation can be put into Library Policy.

New Business:

- Approval of the 2019 calendar. A motion to approve and accept the Calendar for Board Meetings and Holidays was made by Peter Shaw. Marcella Kitson seconded it and the motion passed.

agenda 12a

Agenda 12a: Calendar of Regular Board meetings and holidays observed for 2019

Proposed dates for regular board meetings (2nd Monday of the month, except November)

1. January 14th
2. February 11th
3. March 11th
4. April 8th
5. May 13th
6. June 10th
7. July 8th
8. August 12th
9. September 9th
10. October 14th
11. November 18th (November 11th is Veteran's Day)
12. December 9th

Proposed holiday closures

1. New Year's Day, Tuesday January 1st
2. Martin Luther King Day, Monday January 21st
3. President's Day, Monday February 18th
4. Memorial Day, Monday May 27th
5. Independence Day, Thursday July 4th
6. Labor Day, Monday September 2nd
7. Veterans Day, Monday November 11th
8. Thanksgiving, Thursday November 28th
9. Day after Thanksgiving, Friday November 29th
10. Christmas Eve, Tuesday December 24th
11. Christmas Day, Wednesday December 25th
12. New Year's Eve, Tuesday December 31st

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- There was discussion about the Service Development document. Rather than duplicating services; the Board should make sure some of the ideas and services are not offered at other places. Glen Hughes asked if there would be any volunteers for an ad hoc committee to look into this. Carol Linkowski and Susan Carlson volunteered to be on the ad hoc committee.

At 6:45 pm, Glen Hughes made a motion to adjourn the meeting. Marcella Kitson seconded the motion, and the meeting was adjourned at 6:45pm.

Respectfully Submitted,
Tracey Lawton, Secretary

