

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY APRIL 10, 2017

Present: Director: Antony Deter, President Glen Hughes, Treasurer Terry Dunphy, Secretary Steven Hill, Tracy Lawton, Carol Linkowski, Barb Coss. and Peter Shaw

Absent: with notice, David Badger, Marcella Kitson

President Glen Hughes called the meeting to order at 5:35 PM.

Citizens comments: There were no Citizen's comments.

Trustees comments: There were no Trustees' comments.

Approval of the minutes: The minutes of the March 13, 2017 meeting were presented and reviewed. Terry Dunphy made a motion to accept the minutes as presented. Carol Linkowski seconded the motion. The board passed the motion as presented.

President's Report: There was no report.

Director's Report: Antony Deter explained that ALL shifts of the Dixon City and Rural Fire Departments took the opportunity to tour the library to get a first-hand view of any difficulties that would be posed in case of a fire or emergency. Concerning the east window well; Captain Shipman said it wouldn't count as an emergency exit and noted that there were three viable exits from the Children's Library.

Director Deter appraised the board of the Live and Learn Construction Grant from the State. We will receive a contract from the State at a later date.

Antony Deter told us that the painting of the library is progressing well. Mike McNamara is working on it from 5:00 AM to around 8:00 AM so it doesn't cause problems with the daily functions of the library. Tom Prendergast is expecting delivery of the oak millwork in late April. Antony also pointed out numerous promotional events that occurred during the month of March. Director Deter explained the new schedule that he is working on based on the new operating hours. He expects to implement it on May 1st, 2017.

Treasurer's Report: Terry Dunphy presented the Treasurer's Report. Beginning balance in the checking account was \$42,426.17 as of February 18, 2017. Expenses by check were \$0.00. Deposits were \$695.59. Ending balance on March 31st was \$43,122.73. The total in the Dixon Public Library Trust Fund on March 31, 2017 was \$430,953.61 After looking through the Library Invoices and Expenditures, Carol Linkowski made a motion to accept the figures of the Trust Fund Bills and Expenditures. Peter Shaw seconded the motion, the motion was passed by the board.

Next, the Library Board looked over the Library Invoices and Expenditures. Peter Shaw made a motion to accept the figures as stated. It was seconded by Tracy Lawton. The board voted and passed the motion.

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Committee Reports:

Finance and Budget: Glen Hughes/Terry Dunphy No report

Building and Grounds: Terry Dunphy/Peter Shaw No report

Personnel and Salaries: Tracey Lawton/Steve Hill No report

By-Laws, Policies, and Procedures: Carol Linkowski/David Badger No report

Technology & Technology Resources: Tracey Lawton/Marcella Kitson No report

Unfinished business:

11a Consider and adopt a recommendation from the report provided by Willett and Hoffman.

There was a brief discussion of the three options for dealing with the east side window well. At 6:15, Carol Linkowski made a motion to take the third option. It was seconded by Peter Shaw, and the board passed the motion.

11b Consider and amend Employee Handbook language on benefit leave accruals. After 20 minutes spent studying the handout sheet and discussing the wording, Peter Shaw made a motion to consider and amend Employee Handbook language on benefit leave accruals. Barb Coss seconded the motion, and it passed at 6:46 PM.

New Business:

Other business: No other business

Peter Shaw made a motion to adjourn the meeting. It was seconded by Tracey Lawton and passed by the board at 7:52 PM,

Respectfully submitted,

Steven Hill, Secretary