

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday October 8, 2018

In Attendance: Director Antony Deter, Marcella Kitson, Carol Linkowski, Peter Shaw, Terry Dunphy, Barb Coss, and Rachel Cocar

Absent: Glen Hughes, Tracey Lawton, and Susan Carlson

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

Vice President Peter Shaw called the meeting to order at 5:37pm.

Citizens Present: Joe Kryszak

Citizen's Comments: Mr. Kryszak moved to Grand Detour Memorial Day Weekend and the first thing he did was join Dixon Library after moving from Elburn. He asked if there was a local chapter of "Friends of the Library". Finding that there was none, Mr. Kryszak thinks it's a money raiser as well as a place for people that are retired to find a sense of community. This group gets together and has coffee on Saturdays and also does a lot of things for the library. Friends will work to raise money for various library needs. Gets people involved and is a fun thing. Mr. Kryszak is unable to commit time to leading this right now but it was suggested that a letter to the editor at the newspaper could solicit support from the community. Antony will check ADA guidelines for starting a group like this.

Trustee's Comments: There were none.

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

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

Director's Report:

- Antony has gotten various books reprinted from an online company called LuLu and will have a link to purchase more on the library website.
- Dixon Library will be Federal Depository Library which will allow us to have copies of various government documents that would be available for circulation. There was also a letter from Senator Duckworth's office confirming our status.
- Antony had copies of the new "We Want You Back" post cards. He also provided a follow up letter to encourage items to be returned.
- Antony explained that Milledgeville will soon be brought into our consortium.
- Updates on the Capital Plan:
 - Initially Willet Hoffman suggested job would cost \$31,000. The proposals that have come in total \$30,500. It is coming in under the suggested cost. While electrical work has come in higher than anticipated, it is still within the amount suggested as reasonable for the job.

Treasurer's Report:

Marcella Kitson made a motion to ratify the Treasurer's Report for September. Carol Linkowski seconded the motion and a verbal vote was taken:

Terry Dunphy: aye

Marcella Kitson: aye

Barb Coss: aye

Carol Linkowski: aye

Peter Shaw: aye

Rachel Cocar: aye

Invoices and Expenditures:

Carol Linkowski made a motion to ratify the Library Invoices and Expenditures for September. Barb Coss seconded the motion and a verbal vote was taken:

Terry Dunphy: aye

Marcella Kitson: aye

Barb Coss: aye

Carol Linkowski: aye

Peter Shaw: aye

Rachel Cocar: aye

Committee Reports:

- ❖ **Finance and Budget:** none
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:**
- ❖ **By-Laws, Policies, and Procedures:** Carol asked for input from the board on 11a. Board evaluation and expectations/evaluations don't really match up. Carol asked the board to give some thought to have the committee look more at the policy Antony proposed. It was suggested that the policy proposal should match the evaluation form.
- ❖ **Technology and Technology Resources:** none

Unfinished Business:

- Report from ad hoc committee is included in Director's Report.
- Director's evaluation documents were discussed. No further questions were raised. Amanda has agreed to help with staff evaluations.

New Business: none

Marcella Kitson made a motion to adjourn. Barb Coss seconded the motion. Peter Shaw adjourned the meeting at 7:11pm.