

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

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**Monday, November 19, 2018**

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

**Absent:** none

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

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

**Citizens Present:** There were no citizens present

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

**Trustee's Comments:** Carol Linkowski wanted to commend Director Deter and the library staff for the positive publicity that they library has been receiving.

**Approval of the Minutes:** Peter Shaw made a motion to approve the Meeting Minutes of the October Dixon Public Library Board of Trustees as presented. Marcella Kitson seconded the motion and the motion was approved.

**President's Report:** None was given

**Director's Report:**

- The Director shared some research done the "Library of Things." Director Deter visited Johnsborg, IL to visit their Library's "Library of Things." Several sheets from different libraries listing the items in their "Library of Things" was handed out. The Director is going to begin a questioning the patrons to get an idea if there is any type of item that is requested.
- Swedberg is on a large job at Dixon City Hall, so there will be a delay in the start date for them. Witzleb is still slated for beginning work in January.
- Dixon Library is now a Federal Depository Library as of October 2018. Within the last several days some promotional items like stickers have been sent. While stickers will be

placed on the windows, the paper products and such will be held until something to promote this to the public is created.

- We want you back campaign has had over 30 books returned. The cost of the returned materials now exceeds the cost of the mailings. Several patrons have expressed gratitude for the library wiping fines.
- Examples of the Dixon Library postcards were passed around; eventually those will be sold in the Library. Rachel Cocar suggested selling them in the Dixon Welcome Center, Marcella Kitson suggested selling them in the Ronald Reagan Home, and Glen Hughes added that Books on First could possibly sell them as well.
- Capital Plan update: all bills are currently paid with no outstanding bills waiting to be paid.
- The front northerly door had to have the sensor changed out; since the replacement has gone bad. They think that water is short circuiting the sensor. It has since been deactivated to prevent any issues until it can be fixed.

#### **Treasurer's Report:**

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

Carol Linkowski: aye

Peter Shaw: aye

The motion was carried.

**Invoices and Expenditures:** Barb Coss made a motion to ratify the Library Invoices and Expenditures for. Peter Shaw 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

Carol Linkowski: aye

Peter Shaw: aye

The motion was 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
- ❖ **Ad Hoc committee:** none

### **Unfinished Business:**

- The new Staff Evaluation Form and Board Evaluation Form along with the evaluation policy is finished. Rachel Cocar moved to accept the Evaluation Forms and Evaluation Policy as presented on agenda item 11a. Susan Carlson seconded the motion and the motion was carried unanimously.

### **New Business:**

- **Fund Balance:** It was suggested by Becky Fredericks at City Hall that there may be a need to have a clearer understanding of what each of the Library's Funds actually is and what they each mean. Carol Linkowski along with Director Deter agreed that the city's current Fund Balance Policy revamped for the Library (12c) may not work; several terms may not be applicable for the library. Glen Hughes agreed with this and pointed out that the City would run more like a business with supplies and inventories. Director Deter pointed out that this form can be a starting point to work from. The Director went on to state that a policy like this for the Library would essentially be a written memory that will allow for smoother transitions in the future. The Director will network to find out if there are any other libraries that have a document created specifically for a library. No other action at this time will be taken.
- The Director asked the Board to consider a delayed opening on Friday, November 30 for a staff meeting. There have been minor issues lately that Director Deter would like to address with the staff. One of the specific issues that need to be discussed is when to call law enforcement. There have been several issues in which police, fire, or ambulance have been called. The Director would like to give specifics about when to call law enforcement. A suggestion was made to have an officer come and discuss when

to call. In addition, it was suggested that watching a video about what mandated reporting may be helpful for the staff. Other issues that the Director would like to discuss with staff deal specifically with staff in general.

- A motion was made by to open the Library at 11:00 am on Friday, November 30, 2018 by Rachel Cocar. Marcella Kitson seconded the motion and the motion was carried unanimously.

At 6:41pm, Peter Shaw made a motion to adjourn the meeting. Carol Linkowski seconded the motion, and the meeting was adjourned at 6:41pm.

Respectfully Submitted,  
Tracey Lawton, Secretary