

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

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**Monday, January 14, 2019**

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

**Absent:** Rachel Cocar

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

President Glen Hughes called the meeting to order at 5:34pm.

**Citizens Present:** Mayor Arellano

**Citizen's Comments:** Mayor Arellano informed the Board that he and the City of Dixon have requested that the Illinois Tollway Authority relinquish its hold on the signage on I-88. The city has been working with Representative Demmer. Because Dixon is more than 40 miles away from the closest Oasis, Rep. Demmer has suggested that the City put together information for a pilot program. Mayor Arellano is asking for the Library Board to vote on a resolution and/or draft a letter to help support the lobbying effort to get the pilot program to move forward. Any new businesses that the signage would attract would benefit the Library because of the taxes. It was agreed that the city's resolution would be looked into and Carol Linkowski, Glen Hughes and Director Deter would look further into this.

**Trustee's Comments:** none

**Approval of the Minutes:** Susan Carlson made a motion to approve the December 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:** none

**Director's Report:**

- Swedberg has almost finished the bathrooms; they are currently waiting for parts to come in.

- The electrical will be finished; the electrician misplaced one of the light panels on the way to the library and it had to be reordered.
- The We Want You Back Campaign has 30 patrons back in good standing and has collected nearly \$1000 in materials.
- The Director has emailed the results of the 84 responses for the public survey to the Ad Hoc Committee and would like to set up a time to meet and go over the results of the survey.

**Treasurer's Report:**

Peter Shaw made a motion to ratify the Treasurer's Report for December. Tracey Lawton seconded the motion and a verbal vote was taken:

Susan Carlson: 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:** Peter Shaw made a motion to ratify the Library Invoices and Expenditures for December. Susan Carlson seconded the motion and a verbal vote was taken:

Susan Carlson: 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:** none

**Unfinished Business:**

- Tabled for the February meeting

**New Business:** A discussion was held about the proposed budget for 2019-2020. The Director briefly explained each line.

- The Director has requested an increase in monies from the Transfers from Trust category for increasing materials, DVDs and adding possible Library of Things.
- A spreadsheet with the current insurance costs was provided to the Board members. The insurance for 2019 was factored based on the 3.2% increase and 10% increase in the last 4 months of the fiscal year. The Director has also requested that space for his insurance be added in case his spouse can no longer carry the family's insurance through her job. When all of this is factored together, there is no need to ask for an increase in monies for insurance.
- In regards to salaries, an \$8000 increase in full time salaries and a \$2000 reduction in part time salary amounts was requested. This amount is based on an average 3% raise for employees; however, it was suggested that the actual percent given be merit based. Director Deter has spoken to the city's HR department and would like to meet with the Personnel & Salaries Committee to discuss this further.

Marcella Kitson made a motion that the 2019-2020 budget be ratified as presented. Peter Shaw seconded the motion and verbal vote was taken:

Susan Carlson: 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 unanimously.

At 6:43pm, Marcella Kitson made a motion to adjourn the meeting. Susan Carlson seconded the motion, and the meeting was adjourned at 6:43pm.

Respectfully Submitted,

Tracey Lawton, Secretary