

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

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

Absent: Tracey Lawton

Meeting was called to order at 5:32pm.

Citizen's Comments: No citizens present.

Trustee's Comments: None

Minutes from the January meeting were presented. A motion to approve them was made by Marcella Kitson and seconded by Terry Dunphy. Motion carried.

President's Report: There was no report.

Director's Report: Director Deter added the Calendar of Regular Events to the Director's Report.
Calendar of Regular Events

January - Adopt budget and submit to City Finance Director.

March/April - inform mayor of intentions of current trustees with terms expiring on June 30.

April/May - appoint a nominating committee for board officers.

June - Hold election for board officers for new terms starting July 1.

June - decide on non-resident card offering and fee.

July - update officer signature cards at banks as necessary.

July - submit IPLAR (Director's responsibility, but needs board officer sign off).

September/October - set board meeting dates and holiday closings for following year for publication in the newspaper in November.

November/December - complete evaluation of Director.

Carol suggested adding it as a regular item to the agenda.

Treasurer's Report: Peter Shaw moved to accept the report and seconded by Marcella Kitson.

Terry Dunphy: aye

Marcella Kitson: aye

Glen Hughes: aye

Barb Coss: aye

Carol Linkowski: aye

Peter Shaw: aye

Susan Carlson: aye

Rachel Cocar: aye

Motion carried.

Expenditures: Marcella asked about Mardi Gras pins. Antony explained those are used for library bags. It was noted that new library bags needed to be purchased. Patrons use them primarily to transport books in inclement weather.

Susan Carlson moved to approve the expenditures and Barb Coss seconded.

Terry Dunphy: aye

Marcella Kitson: aye

Glen Hughes: aye

Barb Coss: aye

Carol Linkowski: aye

Peter Shaw: aye

Susan Carlson: aye

Rachel Cocar: aye

Motion carried.

BUDGET QUESTION – Library received more than was budgeted for by the state from the per capita grant. Therefore, Director Deter was letting the board know the line item will look as though it has been overspent as he spends the rest of the grant. Antony was looking to use the bulk of the extra to start digitizing microfilm newspapers.

Committee Reports:

Finance and Budget: none

Building and Grounds: none

Salary and Personnel: address in new business

By-Laws, Policies, and Procedures: none

Technology and Technology Resources: none

Ad Hoc: Service Development

The summary of the responses to the Library of Things survey was distributed.

90 total responses

37 said they were interested in mobile hotspots and 24 more said they might be

Tools – 6 responses

Sewing, knitting, crochet, crafting items – 11

Cooking and baking items (including small appliances) – 22

Cameras – 5

Camping equipment – 2

Exercise equipment – 4

Games and puzzles – 12

STEM kits – 10

Math manipulatives – 4

Building sets – 3

Museum/zoo pass – 1

Ereader – 2

Chromebook – 1

Toys – 2

Telescope, microscope – 2

Fishing equipment – 1

Label maker – 2

Projector – 4

DVD player – 3

Lawn games – 1

Musical instruments – 4

Luggage – 1

Video games – 3

Foot pump – 1

VR kit – 2

15 responders identified as homeschoolers

Items for a possible future maker space

Cricut – 7 responses

3D printer – 5

Popcorn machine – 3

Serger, sewing machine – 2

Carol said they met to go over some of the more educational materials. It was suggested that this be up and running by Memorial Day so that parents would have the ability to check out things for the summer. Focus is on math manipulatives, educational materials and games. Peter suggested possibly attaching possible uses for the various materials so patrons would have ideas for how to use the items.

Unfinished Business: Tabled again to suggest the bylaw committee meet with Becky Fredericks.

New Business: Consider and approve a timeline for the Director's evaluation. Peter spoke on behalf of the salary and personnel committee. Pay raise would be set ahead of time.

Timetable for Evaluation of Director

1. Narrative of goal setting prepared by Director and submitted to the Personnel Committee - May/June
2. Response from committee - June
3. City HR staff administer staff feedback portion and submit to the committee - September
4. Evaluation administered to board members and submitted to committee - September
5. Personnel Committee meets in October and prepares report in time to allow for an Executive Session of the board at the November board meeting.
6. Information provided to assist finance committee to assist their decision making in their December budget planning meeting.

Carol suggested we look at the policy and timeline for the evaluation. Because of the new policy it won't get done by the end of the current fiscal year. It was suggested that personnel committee and Glen meet this year to do a more informal review for this year and then put policy in place for next year. It was also suggested voting on a waiver for the current year until the new system is put in place. Committee could also submit a report for this year. If we have a proposal to work toward merit increases for staff, it would be good to have an evaluation in support of this.

It was suggested to the board that we put on the next agenda that we may go into closed session to do the evaluation if needed.

Carol suggested we wait on taking action on the timetable for the evaluation until this year's evaluation was completed.

Consider and adopt a resolution encouraging the IL tollway to allow advertising signage at exit 54 of I-88. The board was given the resolution from City Hall. Glen suggested that for general purposes we could use most of the city's resolution but amend that with simple changes. Carol wondered if the board needed all of the wording in the resolution. Perhaps there is a more succinct statement that could be written. It was suggested the board authorize Antony to write a letter on behalf of the library.

Carol made a motion to authorize Antony to draft a letter to the mayor indicating that we are in support of the city's resolution requesting retail signage along I-88. Marcella seconded. The motion carried.

Consider closure policy: Current policy is under the disaster plan and was drafted in 2008. It was suggested the policy is split into two policies, one in the library handbook dealing with closing and

another in the employee handbook dealing with staffing issues. The board asked Antony to come up with wording for two separate policies on closures to be presented at the next meeting.

Peter motions to adjourn and Susan seconded. Meeting adjourned at 6:33pm.

Respectfully submitted,

Rachel Cocar, acting secretary