

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

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**Monday, March 11, 2019**

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

**Absent:** Peter Shaw and Barb Coss

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

President Glen Hughes called the meeting to order at 5:31pm

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

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

**Trustee's Comments:** There were none

**Approval of the Minutes:** After agreeing to a change to the February meeting minutes changing the spelling "Seger" on page 2, Susan Carlson made a motion to approve the 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:** In regards to the Circulation Report for February 2019:

- Glen Hughes questioned whether the Library would receive any more revenue from real estate taxes and the CPPRT. Director Deter thought that more money may be still coming. In addition, Glen Hughes asked both about non-resident fees as well as library fines.

**Director's Report:**

- The construction in the attic is going well. There was an issue with the electrical that was noted in the Director's report. The drywalling will finish up soon, but they will have to come back after the electricians are finished. The Director took the Board on a tour of the attic to see the work that has been done. On the tour, the Board briefly discussed future possibilities for use of the room.
- Number 4 on page 3a should begin Monday.

- The Director handed out 3 sheets pointing out the effects the new minimum wage law. In both models, beginning in 2022, there will be 2 staff members that will be affected. By 2025, all part time workers will be affected and one full time employee will be affected. Minimally, this law will cost the Library roughly \$55,000 per year. There was some discussion as to how to handle the wage increases. The Director has pointed out that because it is a financial decision the Board will have to figure out how to be equitable while also being compliant with the law.

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

Marcella Kitson made a motion to ratify the Treasurer's Report for February 2019. Carol Linkowski seconded the motion and a verbal vote was taken:

Susan Carlson: aye  
Rachel Cocar: aye  
Terry Dunphy: aye  
Glen Hughes: aye  
Marcella Kitson: aye  
Tracey Lawton: aye  
Carol Linkowski: aye

The motion was carried.

**Invoices and Expenditures:** Susan Carlson made a motion to ratify the Library Invoices and Expenditures for February 2019. Rachel Cocar seconded the motion and a verbal vote was taken:

Susan Carlson: aye  
Rachel Cocar: aye  
Terry Dunphy: aye  
Glen Hughes: aye  
Marcella Kitson: aye  
Tracey Lawton: aye  
Carol Linkowski: aye

The motion was carried.

### **Committee Reports:**

- ❖ **Finance and Budget:** none
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** It will be discussed later in the meeting.

❖ **By-Laws, Policies, and Procedures:** none

❖ **Technology and Technology Resources:** none

**Unfinished Business:**

- Director Deter has written letters to the 3 Board Members whose terms are expiring June 30.
- Fund balance is on hold as of now.
- Carol Linkowski suggested after “such closures” should be shall be and after “when practicable. Shall be posted whenever practicable. Information regarding such closures shall be publicized on the library's web page, social media and Rachel Cocar moved to approve the policy as amended. Marcella Kitson seconded the motion and the motion was carried.

Susan Carlson made a motion to move into Executive Session for the reasons outlined on the agenda. Terry Dunphy seconded the motion and the motion was carried.

Tracey Lawton made a motion to adjourn the closed session and Marcella Kitson seconded the motion

**New Business:**

- Susan Carlson made a motion to waive the formal evaluation of the Library Director for this fiscal year. Carol Linkowski seconded the motion and the motion was carried.
- Marcella Kistson moved that a 3% increase for the Library Director be given for the upcoming fiscal year. Terry Dunphy seconded the motion and a verbal vote was taken:  
Susan Carlson: aye  
Rachel Cocar: aye  
Terry Dunphy: aye  
Glen Hughes: aye  
Marcella Kitson: aye  
Tracey Lawton: aye  
Carol Linkowski: aye

The motion was carried.

At 6:56 pm, Rachel Cocar made a motion to adjourn the meeting. Carol Linkowski seconded the motion, and the meeting was adjourned at 6:56 pm.

Respectfully Submitted,  
Tracey Lawton, Secretary