

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday May 13, 2019

In attendance: Susan Carlson, Rachel Cocar, Terry Dunphy, Glen Hughes, Marcella Kitson, Carol Linkowski

Absent: Barb Coss, Tracey Lawton, Peter Shaw

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

President Glen Hughes called the meeting to order at 5:33pm.

Citizens Present: No citizens present.

Citizen's Comments: None.

Trustee's Comments: None.

Approval of the minutes: Correction on page 3, eliminate "time was" stated twice. Marcella Kitson made a motion to approve the minutes as corrected. Susan Carlson seconded. Motion passed unanimously.

President's Report: None

Director's Report:

- ❖ STEAM items update: Canvas bags purchased with zippers to hold each item. Bags are same as the Busy Bags but blue instead of green. Each bag will contain laminated paper with item description along with price in event of loss or damage. Binder with all the available items will be made so patrons can browse.
- ❖ Director Deter met with Building Committee. He spoke with them about equipment he would like to purchase when the state grant comes through. The device he would like to purchase would allow patrons to scan documents, send faxes, scan and enhance pictures. Staff spend about 3 weeks of paid time sending faxes for patrons. This machine would alleviate the need for staff to assist as patrons can do this themselves. There is a 5-year warranty that would cover any wear and tear to the machine.
- ❖ Glen asked about the toy circulation numbers. Director Deter explained that the toys do not leave the building but as long as children or parents sign out the item it can count toward total circulation.
- ❖ Donations for the upstairs floor have come in and work will begin on June 10th. Workers will come in at 7am and finish at 9am until the work is done.
- ❖ Capital plan is almost complete with the exception of door handles. Work will not be finished until after Memorial Day. The Wi-Fi antennae will be fixed when the bucket truck is available.

Treasurer's Report: Carol Linkowski made a motion to ratify the Treasurer's Report for April 2019. Susan Carlson seconded.

Susan Carlson: aye

Rachel Cocar: aye

Terry Dunphy: aye

Glen Hughes: aye

Marcella Kitson: aye

Carol Linkowski: aye

Invoices and expenditures: Susan Carlson made a motion to ratify the Library Invoices and Expenditures for April 2019. Terry Dunphy seconded.

Susan Carlson: aye

Rachel Cocar: aye

Terry Dunphy: aye

Glen Hughes: aye

Marcella Kitson: aye

Carol Linkowski: aye

Director Deter discussed the tentative Financial Report and is fairly confident that the figures are correct. This is due to the new software that the city is using for finances and records. The number of our non-residents who pay for cards has gone down about 30 patrons at \$70 a card. On a positive note, the number of resident card holders has gone up. Any money that we have on hand that is not being used has been put away to accrue interest which is new this year. For the tentative expenses, the part-time salary is a little under. Director Deter budgets for potential leave of full-time staff. Maintenance repairs were all spent. Director Deter tried to use the operating funds before using capital funds. The grant money is over budget but to the penny the same as the extra revenue the library brought in. It must be spent or it needs to be returned. By law, the Board has exclusive control over how the money is spent. City Hall called to say the library was not permitted to go over budget. City Hall said any change to the budget has to go through City Council. To keep city hall's books clean they will have a resolution at City Council to approve this and Rob LeSage will tell them they must approve it. Director Deter discussed this with the mayor and it is understood. Director Deter will go to the City Council meeting next Monday (5/20) when this is presented. For future Director Deter will ask the Board to have a discussion that will be recorded in minutes when these expenditures are approved as a reference for City Hall.

- ❖ Circulation report: March circulation was down. Weather is most likely to blame for this decrease. Youth books was the largest category where numbers were down. Adult books were slightly up and e-books were almost the same. The DVDs circulation was up. The most important number to watch is the youth books. Director Deter doesn't know if that is due to change in demographics or change in behaviors.

Committee Reports:

- ❖ **Finance and Budget:** Taken care of earlier in the meeting.
- ❖ **Building and Grounds:** Discussed previously in the meeting.
- ❖ **Personnel and Salary:** None

- ❖ **By-laws, Policies, and Procedures:** Tabled discussion of policy of fund balances until we have a chance to contact the city finance manager.
- ❖ **Technology and Technology Resources:** None
- ❖ **Ad hoc:** Discussed in Director's Report

Appointment of nominating committee for board officers: Marcella and Rachel were appointed as the nominating committee and will report to the board at the June meeting with slate of officers.

Unfinished Business:

- ❖ Item 12a – policy on fund balances – has been tabled and will be taken off the agenda until the city is ready to meet.
- ❖ **Employee Handbook** – Language is to be changed in the section for inclement weather and closings to say, “If the library closes early the staff working at the time will be paid to the end of their shift.” And “If the library does not open due weather or other exigent circumstances, staff scheduled to work will be paid for their scheduled time.” Susan Carlson made a motion to accept the subsection 6 as modified. Marcella Kitson seconded. Motion passed.

New Business:

- ❖ **Capital Program 2019/2020** – All gray items are those that have been completed. Green items are things Director Deter is suggesting we complete this year. The blue items all refer to the changes necessary to bring the Family History room up to use. The White items are things that are not of urgent need. The third page of the report are items that were not listed in the Willet Hoffman report but are things that have arisen since then and need to be addressed. Director Deter regrouped some items to go to particular contractors. The new items are as follows: the steel wall needs to be scraped and repainted due to the harsh winter weather; three windows that did not get replaced when other windows were replaced earlier this year; retrofitting lights; replacing magazine racks with book shelves; repaint walls on the way to the attic. For lighting, Director Deter proposed a company called Thayer which would retrofit the lights and apply the ComEd incentives. Roughly speaking it works out the incentives add up to 1/3-1/4 of overall job. Thayer came in and did a study based on lighting currently used in the library. It was broken down into three phases: one of items that needed to be done right away, two for items that would be needed eventually, and three for items that would be possible but not necessary. Ceiling lights, if needed to be replaced, could cost \$300 each. If Thayer replaces these they would have 5- or 10-year warranties. One exception is young adult books. Those lights are bolted to the shelving units and cannot be replaced because the shelves are not ADA compliant. If different lighting were added then the shelves could be rearranged so that they would be ADA compliant. It was suggested that Thayer do a third proposal for making the first floor ADA compliant prior to lighting. This company was chosen because of their work with other library systems and their work with getting the ComEd incentives.

At 6:57 pm, Marcella Kitson moved to adjourn the meeting. Carol Linkowski seconded the motion and the meeting was adjourned at 6:57pm.

Respectfully Submitted,

Rachel Cocar, acting secretary