

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

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**Monday, June 10, 2019**

**In attendance:** Director Antony Deter, Marcella Kitson, Carol Linkowski, Barb Coss, Terry Dunphy, Rachel Cocar & Tracey Lawton

**Absent:** Peter Shaw, Susan Carlson & Glen Hughes

**Meeting Location:** Conference room at City Hall

Carol Linkowski called the meeting to order at 5:32pm

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

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

**Trustee's Comments:** Carol Linkowski commented about the Jeopardy winners having connections to a library.

**Approval of the Minutes:** Marcella Kitson made a motion to approve the May 2019 Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Terry Dunphy seconded the motion and the motion was approved.

**President's Report:** none

**Director's Report:**

- ❖ The Director attended the City Council Meeting in which they voted to approve the budget amendment. Several City Council members asked about the new changes to the library and expressed an interest in seeing the changes.
- ❖ Staff members cleared out room in storage by recycling several hundred obsolete books to make room for the STEAM kits. The kits will be advertised on social media soon.
- ❖ A full time staff member is retiring on June 30, 2019. The Director has decided to replace the full time position with part time positions.
- ❖ The temporary staff will meet with Director Deter tomorrow before beginning summer work. Currently he is looking at permanent replacements for the retiring staff member. This will eventually cause the part-time salaries to go over budget, but it will make the full time salaries come in under budget.

- ❖ A discussion was held in regards to a gift for the retiring staff member. Marcella Kitson was put in charge of collecting donations from the Board members.
- ❖ The refinishing of the hardwood floors upstairs should begin tomorrow.
- ❖ On the Financial Report (#7) the Director pointed out a mistake in the column headings. He did not change the years from 18-19. This will be corrected and the years will be changed to 19-20.
- ❖ The new print system for patrons is working well. Patrons seem to like the simplicity. There are some small issues like the machine will only give back change.

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

Rachel Cocar made a motion to ratify the Treasurer's Report for May 2019. Barb Coss seconded the motion and a verbal vote was taken:

Rachel Cocar: aye

Barb Coss: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

**Invoices and Expenditures:** Tracey Lawton made a motion to ratify the Library Invoices and Expenditures for May 2019. Marcella Kitson seconded the motion and a verbal vote was taken:

Rachel Cocar: aye

Barb Coss: aye

Terry Dunphy: 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:** none
- ❖ **By-Laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

- ❖ **Ad hoc committee:** none
- ❖ **Nominating Committee:** A ballot vote was taken. The officers for the 2019-2020 year will be Glen Hughes, President; Carol Linkowski, Vice-President; Terry Dunphy, Treasurer; Tracey Lawton, Secretary.

**Regular Calendar Business:**

- ❖ Director Deter explained the formula to figure out the fee for non-resident library cards.
- ❖ Carol Linkowski made a motion that the Library continue to offer non-resident cards for \$75 effective January 1, 2020. Marcella Kitson seconded the motion and the motion was carried.

**Unfinished Business:** An update of the Building Capital Plan for 2019-2020

- ❖ There is an issue with the gutters near the front door. The Director will contact someone to come and look at it to replace or repair it.
- ❖ SBM was contacted in regards to furniture that will be purchased.
- ❖ Dixon Glass was called back to replace 5 internal windows that were left out of the replacement schedule last August.

**New Business:** Discussion about the Library Photograph and Video Policy took place. There was concern about someone being allowed to take pictures of patrons-especially children. A patron's right to privacy was also discussed. Director Deter will send the suggested policy and memo to Rob LeSage; he will also ask Rob LeSage about liability and privacy.

At 6:45pm, Marcella Kitson made a motion to adjourn the meeting. Barb Coss seconded the motion, and the meeting was adjourned at 6:46pm.

Respectfully Submitted,  
Tracey Lawton, Secretary