

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday July 8, 2019

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

Absent: Barb Coss, Tracey Lawton

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

Glen Hughes 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.

Trustees Comments: Marcella tried to contact everyone to collect a donation for Kathy's retirement gift. If others would like to donate let Marcella know. There was a discrepancy with contact information so email addresses should be confirmed. Antony will get the email list and have everyone verify their addresses to confirm they are correct. He will then distribute the corrected list to everyone.

Approval of the minutes: Marcella made the correction of the spelling of her name on the approval of the previous month's minutes from Marcela to Marcella. Glen also made a correction of the wording of the nominating committee report to say "A ballot vote was taken. The officers for 2019-2020 will be: Glen Hughes, President; Carol Linkowski, Vice President; Terry Dunphy, Treasurer; Tracey Lawton, secretary." Susan made a motion to approve the June 2019 Meeting Minutes of the Dixon Public Library Board of Trustees as corrected. Marcella seconded the motion and the motion was approved.

President's report: none.

Director's report: In addition to the written report, the Director mentioned:

- ❖ The attic is finished and if board members have the opportunity, they should go see it.
- ❖ The STEAM kits have been circulating.
- ❖ The library was contacted by a member of the public that has just moved into the PADS shelter. She asked for a library card. In the past there was an arrangement with PADS to have an agency card so residents could check out materials. Residents failed to return items and PADS was charged for the lost items. The policy was then stopped. Antony would like the board to consider a program similar to ones in Rockford and Aurora where the library would make arrangements with the local homeless shelter so an individual could get a temporary card. In essence the patron would get a letter from the shelter stating the length of stay of the resident and the library would establish a temporary card for the duration of the stay. The letter from the shelter would indicate that the resident was actively seeking permanent housing. Neither Rockford nor Aurora has had problems with this program. This would require a change to the handbook which would allow for a temporary residency type of membership. Ideally the library card would expire at the same time as the end of stay at the shelter. The card would also be restricted in the number of items the temporary patron could check out. The card could be

renewed if the stay at the shelter is also renewed. Because this item was not on the agenda, it will be an action item for the next month's meeting to comply with OMA. The question of issuing temporary cards to foreign exchange students also came up. Director Deter stated that in the case of foreign exchange students, the sponsoring family generally adds the student to their card.

Treasurer's report:

Marcella made a motion to ratify the Treasurer's Report for June 2019. Susan seconded the motion and a verbal vote was taken:

Carol Linkowski: aye

Glen Hughes: aye

Marcella Kitson: aye

Terry Dunphy: aye

Susan Carlson: aye

Rachel Cocar: aye

The motion was carried.

Invoices and expenditures:

Glen corrected the Cintas expenditure for the cleaning of restrooms to state \$102.42 for both May and June rather than \$104.42. A discussion about the expenditure from the City of Dixon for a new rope for the flag followed. A rope was purchased by the Fire Department was purchased without authorization from the Director. While the flag maintenance is under the umbrella of the Fire Department, the library has never been charged for maintenance/supplies before. Director Deter will be in conversation with the Fire Department to make sure that doesn't happen again.

Susan made a motion to ratify the Library Invoices and Expenditures for June 2019 as corrected. Terry seconded the motion and a verbal vote was taken:

Carol Linkowski: aye

Glen Hughes: aye

Marcella Kitson: aye

Terry Dunphy: aye

Susan Carlson: aye

Rachel Cocar: aye

The motion was carried.

Financial Report: Director Deter redesigned the report a little bit. He implemented some changes that were suggested at a workshop he attended.

Circulation Report: June is down substantially. Most of the decline is in the juvenile books. Much of this is due to the late end of the school year which postponed the summer reading program. The children's department librarian had shared a concern about this decline. She is going to look into tracing demographics of the school district to see if circulation trends follow the demographics. The influence of the economy was also considered as a possible cause. She will also reach out to other area libraries to see if they are experiencing similar declines and how they are handling it. She will come back to Director Deter with any plans she comes up with.

Committee Reports:

- ❖ **Finance and Budget:** none
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** The committee needs to realign because of the end of Peter Shaw's term.
- ❖ **By-laws, Policies and Procedures:** none
- ❖ **Technology and Technology Resources:** A self-checkout has been installed and has been well-received.
- ❖ **Ad hoc Committee:** none

Regular Calendar Business: The Community State Bank card has been updated for signatures. We need to check with Midland Bank about the signature requirement. Carol most likely will just need to present ID at the banks to add her to the signature list. Antony will send the supporting documents to the area banks where the CDs and accounts are held.

Updates for Financial Signatures: Marcella made a motion that the officers of the Dixon Public Library Board are authorized signatories on all financial institution accounts. All transactions over \$5,000 require the signatures of two of the officers. The officers effective July 1, 2019 through June 30, 2020 are as follows: Glen Hughes, President; Carol Linkowski, Vice President; Terry Dunphy, Treasurer; Tracey Lawton, Secretary. Susan seconded the motion. The motion carried.

Unfinished Business: Discussion of the Building Capital Program. SBM quoted two prices for replacing magazine shelves with local history shelving as they have provided in the past. The price was under the \$5,000 that was initially quoted. Antony added a request for pricing for shelving to replace the desk in the downstairs storage area. Antony is still waiting on the quote for re-doing the cabinetry upstairs because of the installation. It was suggested to contact Whitzleb to get a price to complete the quote. Dixon Glass honored last year's quote for the glass work. The price for the lighting should be ready by August. Antony has called a contractor for the gutter basins and the steel wall and has not heard back yet.

Consider and approve New Section 27 of combined policy manual on photography and video. Antony spoke to the city attorney and he thought that this was adoptable as is. The reason he was not as concerned as the board members is that in IL state law there is no particular definition of privacy. What he felt was reasonable was the reasonable definition of privacy. Taking pictures of the building is protected under the first amendment. Photographer should seek individual consent if taking pictures of people in the library. The city attorney felt this policy covered the needs the library would have. Susan made a motion to accept this policy as written. Marcella seconded. The motion carried.

New Business: None

At 6:49pm Susan made a motion to adjourn the meeting. Carol seconded the motion, and the meeting was adjourned at 6:49pm.

Respectfully Submitted,

Rachel Cocar

Acting secretary