

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, August 12, 2019

In attendance: Marcella Kitson, Carol Linkowski, Susan Carlson, Barb Coss, Terry Dunphy, Glen Hughes, Rachel Cocar & Tracey Lawton

Absent: Director Antony Deter

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

President Glen Hughes called the meeting to order at 5:32 pm

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: Marcella Kitson made a motion to approve the July 2019 Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Susan Carlson seconded the motion and the motion was approved.

President's Report: There was none

Director's Report: As the Director was not in attendance, the only comments in regards to his written report was from Marcella Kitson who explained that she tried to log onto the rockriver.tlcdelivers.com website to no avail. After much discussion, it was found that the link in the report was not actually a link because it was scanned into a PDF. Therefore, in order for the address to work, it must manually be typed in by any Board Member trying to access the site.

Treasurer's Report:

Susan Carlson made a motion to ratify the Treasurer's Report for July 2019. Carol Linkowski seconded the motion and a verbal vote was taken:

Susan Carlson: aye

Rachel Cocar: aye

Barb Coss: aye

Terry Dunphy: aye

Glen Hughes: aye
Marcella Kitson: aye
Tracey Lawton: aye
Carol Linkowski: aye

The motion was carried.

Invoices and Expenditures: Rachel Cocar made a motion to ratify the Library Invoices and Expenditures for July 2019. Terry Dunphy seconded the motion and a verbal vote was taken:

Susan Carlson: aye
Rachel Cocar: aye
Barb Coss: 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:** none
- ◆ **By-Laws, Policies, and Procedures:** There will be some proposed by-law changes later in new business
- ◆ **Technology and Technology Resources:** none

Unfinished Business:

- There was no discussion of the Capital Program for 2019/2020

New Business:

- Section 4 Part B of the Policy Manual regarding temporary cards: Although the entire section is included, the only proposed changes are in red. Barb Coss made a motion to approve the addition as amended in Section 4 Part B of the Policy Manual regarding temporary cards. Rachel Cocar seconded the motion, and the motion was approved unanimously.

- Section 6 of the Policy Manual was amended to include new language regarding the Library of Things. A very brief discussion followed which highlighted the new language which included a limit as to how many “Things” may be checked out and specifies that items must be returned to the circulation desk. Susan Carlson made a motion to approve amending Section 6 of the Policy Manual which includes new language regarding the Library of Things. Terry Dunphy seconded the motion and the motion was approved unanimously.

At 5:52 pm, Marcella Kitson made a motion to adjourn the meeting. Terry Dunphy seconded the motion, and the meeting was adjourned at 5:53 pm.

Respectfully Submitted,
Tracey Lawton, Secretary