

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, September 9, 2019

In attendance: Director Antony Deter, Carol Linkowski, Terry Dunphy, Glen Hughes, Marilyn Jackson & Tracey Lawton

Absent: Rachel Cocar, Marcella Kitson & Barb Coss

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

President Glen Hughes called the meeting to order at 5:30pm

Citizens Present: Mick Smith, TBS sales representative

Citizen's Comments: Mick Smith, TBS sales representative, gave a presentation about the Scan EZ System. This touch screen system is a scanner, fax and computer program (with a translator) in one. In addition to the presentation, a pamphlet was given that showed all of the information given in the presentation. After the presentation, Director Deter said that the goal would be to network with the current copy machine until the current copy machine's lease is up. After the lease is up, the Library would not be renewing the copier's lease.

Trustee's Comments: There were none

Approval of the Minutes: Tracey Lawton made a motion to approve the August 2019 Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Carol Linkowski seconded the motion and the motion was approved.

President's Report: None

Director's Report: Building updates will be mentioned later in the meeting.

Treasurer's Report:

Carol Linkowski made a motion to ratify the Treasurer's Report for August 2019. Tracey Lawton seconded the motion and a verbal vote was taken:

Terry Dunphy: aye

Glen Hughes: aye

Tracey Lawton: aye

Carol Linkowski: aye
Marilyn Jackson: aye

The motion was carried.

Invoices and Expenditures: Tracey Lawton made a motion to ratify the Library Invoices and Expenditures for August 2019. Marilyn Jackson seconded the motion and a verbal vote was taken:

Terry Dunphy: aye
Glen Hughes: aye
Marilyn Jackson: 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:** An item in new business will actually be tabled.
Carol Linkowski explained that the Board Members should look at the “model” by-laws and compare it with the suggested by-law up-dates for the Dixon Library to see if any other changes need to be made. Suggestions should be made directly to Director Deter and then will be presented to the committee members.
- ❖ **Technology and Technology Resources:** none

Unfinished Business:

Building Capital Program Updates

- #1 redoing the cabinetry in the Work Room which is the area around Jen’s desk. The new estimate came in \$3038.00 under what was originally projected.
- #2 Replace some of the magazine shelves that are upstairs. Because not all of the shelves are needed for magazines anymore, Director Deter would like to expand the local history collection.
- #3 Replacing the ceilings in 2 areas which came in \$2100.00 under estimated budget.

#4 Repainting several areas throughout the library, including the steel wall that has the paint blistering off. Boss Roofing came out and examined the steel siding citing that the siding was fine, but would need to be primed.

#5 There are 5 remaining windows with the wire running throughout and they will be replaced by Dixon Glass.

#6 Retrofitting the older lighting including the lighting in the 1900's section of the library to LED lighting guaranteed to last 5 years. Thayer Electric gave an estimate of \$13,324.58, which is \$9124.58 over what was originally estimated.

#7 Three of the four gutter collections boxes on the older part of the building have sprung leaks because they have holes in them. The estimate from Sterling Commercial to fix the 3 collection boxes and replace a missing gutter would cost \$7500.00

A motion was made to approve items 1-7 in the Building Capital Plan by Terry Dunphy. Carol Linkowski seconded the motion and a verbal vote was taken:

Terry Dunphy: aye

Glen Hughes: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

The air conditioner condenser was struck by lightning and will need to be replaced. The Director is waiting for an estimate from Loescher. This will be added to the agenda for next month.

New Business: The amending of the by-laws were tabled until next month.

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

Respectfully Submitted,
Tracey Lawton, Secretary