

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

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Monday, October 14, 2019

**In attendance:** Director Antony Deter, Carol Linkowski, Terry Dunphy, Glen Hughes, Marilyn Jackson, Marcella Kitson, Kevin Marx, Barb Coss, and Rachel Cocar

**Absent:** Tracey Lawton

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

President Glen Hughes called the meeting to order at 5:31pm.

**Citizens Present:** none

**Citizen's Comments:** none

**Trustee's Comments:** none

**Approval of the Minutes:** Terry Dunphy made a motion to approve the September 2019 Meeting Minutes of the Dixon Public Library Board of Trustees with the correction of deleting the two words following the colon in the treasurer's report. Marcella Kitson seconded the motion and the motion was approved.

**President's Report:** Glen took a moment to introduce the newest board member, Kevin Marx who is employed by KSB and was appointed by the mayor.

**Director's Report:** Director Deter stated that he was hoping to have the Library of Things up and running by the end of the month but had some concerns about what would happen if things broke while checked out to patrons. He worked on gathering some language for lending agreements. He is working with Rob LeSage to come up with something to present to the board.

The air conditioning has been installed for a much lower bid than expected. The estimate was \$4800 and Antony does not think insurance will cover the cost due to the high deductible.

On Tuesday October 15 the computer systems will be replaced with new computers. Antony would like to put the old computers up for sale on Facebook for about \$100 each.

Carol asked about the new e-book program that was advertised in the newspaper. It is from the IL RAILS program and allows patrons to use it anywhere in the state. Antony also mentioned that RAILS is offering discounts to various museums throughout the state by using a library card on the website.

**Treasurer's Report:** Marilyn Jackson made the motion to accept the Treasurer's Report for September 2019 as presented. Barb Coss seconded the motion. Motion carried.

**Invoices and Expenditures:** Marcella Kitson made a motion to ratify the Library Invoices and Expenditures for September 2019. Carol Linkowski seconded the motion and a verbal vote was taken.

Glen Hughes: aye

Carol Linkowski: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Terry Dunphy: aye

Kevin Marx: aye

Barb Coss: aye

Rachel Cocar: aye

The motion was carried.

#### **Committee Reports:**

- ❖ **Finance and Budget:** none
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** none
- ❖ **By-Laws, Policies, and Procedures:** Items covered in unfinished business.
- ❖ **Technology and Technology Resources:** none
- ❖ **Ad hoc:** none

**Regular Calendar Business:** Dates for the 2020 meetings were discussed. The meetings will fall on the second Monday of every month. The business holidays mirror the ones observed by the city. Barb Coss made a motion to approve the calendar and business holidays for 2020 as presented. Terry Dunphy seconded. The motion carried.

Dates for regular board meetings

1. January 13th
2. February 10th
3. March 9th
4. April 13th
5. May 11th
6. June 8th
7. July 13th
8. August 10th
9. September 14th
10. October 12th
11. November 9th
12. December 14th

Holiday closures

1. New Year's Day, Wednesday January 1st
2. Martin Luther King Day, Monday January 20th
3. President's Day, Monday February 17th
4. Memorial Day, Monday May 25th
5. Independence Day, Saturday July 4th
6. Labor Day, Monday September 7th
7. Veterans Day, Wednesday November 11th

8. Thanksgiving, Thursday November 26th
9. Day after Thanksgiving, Friday November 27th
10. Christmas Eve, Thursday December 24th
11. Christmas Day, Friday December 25th
12. New Year's Eve, Thursday December 31st

**Unfinished Business:** Carol would like input from the board on the by-laws so they model what is in the handbook. She recommended looking at the "Purpose" section now that we are looking at having the library of things. Our current model reflects the use of things and not services. She feels it would be better if our purpose reflected that change. She would like board members to look over these items and reply to Antony with any suggestions. Carol, Barb and Antony will then meet to discuss the possible revisions.

**New Business:** Antony presented the "Borrowing Rules" sent to him by Rob LeSage and also referred to the "New Part F: Library of Things: Proper Use and Liability" presented in the board packet. It was suggested that the board look over both and come up with language or wording that draws from both sources while making it applicable to Dixon Public Library. Antony will put together something that combines the two items and will present that at the next board meeting.

Marcella Kitson made the motion to adjourn the meeting. Marilyn Jackson seconded the motion. The meeting was adjourned at 6:27pm.

Respectfully submitted,

Rachel Cocar

Acting Secretary