

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

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**Monday, January 13, 2020**

**In attendance:** Director Antony Deter, Marcella Kitson, Kevin Marx, Carol Linkowski, Marilyn Jackson, Terry Dunphy, Glen Hughes, Rachel Cocar & Tracey Lawton

**Absent:** Barb Coss

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

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

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

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

**Trustee's Comments:** Rachel Cocar mentioned that she saw that on-line that someone posted that their library put "how much you saved" on the bottom of the receipt after checking out the book. It was discussed briefly, and Director Deter said that with the current check-out system that it would be difficult. Marilyn Jackson has had community members speak with her about the Library of Things. Both the Director and Board were very excited about this.

**Approval of the Minutes:** Macella Kitson made a motion to approve the December 2019 Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Kevin Marx seconded the motion and a verbal vote was taken.

Rachel Cocar: aye

Terry Dunphy: aye

Glen Hughes: aye

Kevin Marx: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Marilyn Jackson: aye

The motion was carried.

**President's Report:**

**Director's Report:** Even though the referendum for the Park District has been temporarily tabled for research purposes, as a result of questions brought up last month by a Board Member, the Director handed out a document from RAILS explaining Intergovernmental Agreements (IGA) with frequently asked questions. The second document was a sample IGA. The last document had data about population and occupied housing units within the city limits and within the school district limits. The data shows approximately 2,177 minors are outside the current city limits - meaning they do not have free access to the library. The Director has made the Park District aware of the desire to explore an IGA.

**Treasurer's Report:**

Rachel Cocar made a motion to ratify the Treasurer's Report for December 2020. Marcella Kitson seconded the motion and a verbal vote was taken:

Rachel Cocar: aye

Terry Dunphy: aye

Glen Hughes: aye

Kevin Marx: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Marilyn Jackson: aye

The motion was carried.

**Invoices and Expenditures:** Kevin Marx made a motion to ratify the Library Invoices and Expenditures for December 2020 with the added change to the Ace Hardware receipt. Marilyn Jackson seconded the motion and a verbal vote was taken:

Rachel Cocar: aye

Kevin Marx: aye

Terry Dunphy: aye

Glen Hughes: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Marilyn Jackson: aye

The motion was carried.

**Committee Reports:**

- ❖ **Finance and Budget:** none
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** Met and discussed preparing for the minimum wage; this information will show up in the pending budget (11a).
- ❖ **By-Laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

**Regular Calendar Business:**

- ❖ 2020-2021 budget - page 11a. The Director went over the proposed budget for the upcoming fiscal year line by line.
  - Under expenditures, the Director did point out the numbers in blue were new to the budget due to the City requesting that the Library now pay for these expenditures. The largest new payment would be the \$12,500 for the Property and Liability Insurance. These items were previously paid for out of the city's General Fund.
  - In regards to salaries, it was agreed by the Personnel Salary Committee that the new minimum wage would be handled as and when required. A sheet with the past, current and proposed salaries was handed out to the Board. The future numbers on the salary schedule were based on a 3% increase. A second sheet with salary projections based on 3% this year and going forward with 2 ½ %. Due to this, the next full time person to leave may be replaced with 2 part time employees.
  - It was noted that the City Council does have the power to change the levy, which, in turn, could alter the Library's budget.

Marilyn Jackson made a motion to accept the 2020-2021 as presented. Marcella Kitson seconded the motion and a verbal vote was taken.

Rachel Cocar: aye

Kevin Marx: aye

Terry Dunphy: aye

Glen Hughes: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Marilyn Jackson: aye

The motion was carried.