

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

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**Monday, March 9, 2020**

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

**Absent:** Carol Linkowski & Marcella Kitson

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

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

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

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

**Trustee's Comments:**

**Approval of the Minutes:** It was suggested that "No additions to the Directors Report be made." Also on page 3, there was no vote taken. Marilyn Jackson made a motion to approve the February 2020 Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Terry Dunphy seconded the motion and a verbal vote was taken.

Rachel Cocar: aye

Terry Dunphy: aye

Glen Hughes: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Kevin Marx: aye

The motion was carried.

**President's Report:** There was no President's Report.

**Director's Report:** In regards to the current health issues in the news; the library will run normally until the State, County, or CDC says otherwise. There will be instructions given to the staff at the staff meeting in regards to cleaning and sanitizing. Three board members terms will be ending in June. Director Deter will email those members tomorrow so they can .

**Treasurer's Report:**

Kevin Marx made a motion to ratify the Treasurer's Report for February 2020. Marilyn Jackson seconded the motion and a verbal vote was taken:

Rachel Cocar: aye  
 Barb Coss: aye  
 Terry Dunphy: aye  
 Glen Hughes: aye  
 Marilyn Jackson: aye  
 Tracey Lawton: aye  
 Kevin Marx: aye

The motion was carried.

**Invoices and Expenditures:** Barb Coss made a motion to ratify the Library Invoices and Expenditures for February 2020. Rachel seconded the motion and a verbal vote was taken:

Rachel Cocar: aye  
 Barb Coss: aye  
 Terry Dunphy: aye  
 Glen Hughes: aye  
 Marilyn Jackson: aye  
 Tracey Lawton: aye  
 Kevin Marx: aye

The motion was carried.

**Committee Reports:**

- † **Finance and Budget:** none
- † **Building and Grounds:** none
- † **Personnel and Salary:** none
- † **By-Laws, Policies, and Procedures:** none
- † **Technology and Technology Resources:** none

**Unfinished Business:**

- In regards to Agenda Item 13c: The Policy on Political Action for employees is already complete and in the Employee Handbook (page 22). The concern about a political group using a meeting room is mute because the library does not have a meeting room. No further changes will be made in regards to Political Activity Policy.

**New Business:**

- The Director is asking for a transfer of \$10,000 from the Restricted Fund Balance to the Capital Fund Balance. There are several unplanned issues that have caused the Operating Budget to go over budget. Some examples given were 2 calls for toilet repair, a call for the alarm to be looked at, etc. The Restricted Fund is currently at just over \$260,000 and solely the Library's own fund. The law that states the Library cannot accrue public money for any reason. In addition, there are several more projects to be done next year. Rachel Cocar made a motion to transfer \$10,000 from the Restricted Fund to the Capital Fund. Terry Dunphy seconded the motion and a verbal vote was taken:

Rachel Cocar: aye

Barb Coss: aye

Terry Dunphy: aye

Glen Hughes: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Kevin Marx: aye

The motion was carried.

At 6:29 pm, Marilyn Jackson made a motion to adjourn the meeting. Tracey Lawton seconded the motion, and the meeting was adjourned at 6:29 pm.

Respectfully Submitted,  
Tracey Lawton, Secretary