

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, June 8, 2020

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

Absent: Barb Coss

Meeting Location: Zoom Meeting

President Glen Hughes called the meeting to order at 5:34 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: Tracey Lawton made a motion to approve the May 2020 Meeting Minutes of the Dixon Public Library Board of Trustees as presented. 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.

President's Report: There was none

Director's Report:

- Swedberg will begin and finish the remodelling of the kitchenette some time in June.
- As of the end of business today, June 8, the Library has done 319 Takeout Deliveries.

- There is an estimate of \$6400 from Swedberg for handrails to make the stairs from the back staircase to the office ADA compliant. This also includes adding handrails on the stairs going up to the attic to make them ADA compliant as well. This should have been on the agenda; however, it was too late to add. This item will be moved to the July Meeting Agenda so it can be voted on as an action item.

Treasurer's Report:

Marcella Kitson made a motion to ratify the Treasurer's Report for May 2020. Marilyn Jackson 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: Tracey Lawton made a motion to ratify the Library Invoices and Expenditures for May 2020. Rachel Cocar 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.

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

Regular Calendar Business:

- Election of officers for terms starting July 1, 2020 and ending June 30, 2021. Trustees have been nominated to fulfil the the positions of officers:

Carol Linkowski - president

Glen Hughes - vice-president

Terry Dunphy - treasurer

Tracey Lawton - secretary

A motion to accept the Nominating Committees nominations for officers from July 1, 2020 through June 30, 2021 was made 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.

- The Non-resident fee was figured out by the Director based on the General Mathematical Formula including property taxes, which would be \$78.12 for this coming fiscal year. The director suggested leaving the cost of the card at \$75 dollars; however, there was concern if the cost goes up again next fiscal year, it will cause too large of a jump in price. The new State legislation will prevent any Illinois library from charging any family with children below a certain level of income for a non-resident library card. If the Board approves the amount for the non-resident card, Director Deter will have to find out which families meet the criteria for a free card. While the legislation is effective immediately, there are no grounds or rules that have been given to determine who would qualify. A motion was made by Marcella Kiston to keep the Non-Resident Library Card Fee at \$75. Terry Dunphy 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.

Unfinished Business: Consider the Dixon Library re-opening plan.

- In a RAILS Zoom Meeting that Director Deter attended, the information shared made the previous plan that the Director worked on inaccurate in parts.
- The Library will continue with curbside service, as well as sending faxes and making copies for patrons.
- Based on the meeting with RAILS, the Director would like to rename the phases to suit the Library's needs.
- As the Library moves to Phase 4, at the state level, the Director would like to open with reduced hours and also have someone from the Department of Health do a walk through of the library to give recommendations to the Director for anything that specifically should be changed.
- A lengthy discussion about possibilities of how to open and what that would look like was held.
- Director Deter mentioned a current study that is being done specifically for libraries. This study is looking at how long the Covid 19 Virus can live on various surfaces found in a library. Said study should release partial results this month. Currently, based on the recommendation of RAILS, the library is quarantining books for a period of 7 days. This may change when the study is released.

New Business: none

At 6:50 pm, Marilyn Jackson made a motion to adjourn the meeting. Carol Linkowski seconded the motion, and the meeting was adjourned at 6:51 pm.

Respectfully Submitted,
Tracey Lawton, Secretary