

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, September 14, 2020

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

Absent: Barb Coss

Meeting Location: Zoom Meeting

President Carol Linkowski 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: There were none

Approval of the Minutes: Glen Hughes made a motion to approve the August 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

Marcella Kitson: aye

Kevin Marx: aye

Tracey Lawton: aye

Carol Linkowski: aye

Marilyn Jackson: aye

The motion was carried.

President's Report: There was none

Director's Report: Director Deter has been interviewing part-time staff members for the part-time job opening, and interviews should be wrapping up within the next several days. Additionally, there was a current part-time staff member that gave up their hours with the Library due to a full time job. Because of this and due to the fact that a full-time employee was

not hired 15 months ago to replace the full-time employee that left the Library, the Director would like to move a current part-time member to full time. However, there are some concerns:

1. The health insurance budget from the current fiscal year would need to be increased because a full time employee would be eligible for health insurance.
2. Director Deter would need to check with the city to make sure this would not interfere with the IMRF budget
3. Interviews would have to happen and thus, the staff member would not be guaranteed the job - it would go to the best candidate.

There are largely two choices: get the Board tentative approval for an amendment to the budget for October now or get a formal amendment in October which allows the Board time to look over the budget. It was asked by a Board Member if the advertisement process for the position could begin now. The Director indicated that if the Board tentatively supported the idea of hiring a full-time employee, then advertising could begin as soon as tomorrow. The Board agreed to tentatively allow a new full time person to be hired which would allow for advertising to begin.

Treasurer's Report: Marcella Kiston made a motion to ratify the Treasurer's Report for August 2020. Glen Hughes 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: Glen Hughes made a motion to ratify the Library Invoices and Expenditures for August 2020. 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.

Committee Reports:

- ❖ **Finance and Budget:** none
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** report deferred to number 11 on agenda
- ❖ **By-Laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

Unfinished Business: none

Regular Calendar Business:

- ❖ Discuss and begin implementation of evaluation of Library Director:
 - The committee asked the Director to contact his network about library director evaluations and, as a result, the committee wound up with about a half dozen samples of evaluations. Of these examples, there are several that can be adopted to use for Dixon Library.
 - The committee has decided that part of the Director's evaluation should also be based on feedback from the Library staff in the form of a survey and a satisfaction survey completed by patrons of the Library.
 - It was asked by the Board that this evaluation be completed by the time the budget had to be approved so any increase in the Director's salary could be included in the 2021-2022 budget. Because of this request:
 - the committee members will have a formal version of the Directory Evaluation Work Plan Document to present at the October meeting - a rough draft was presented to the Board by Kevin Marx at tonight's Board Meeting.
 - The surveys would be distributed in October which would give staff and patrons the month of October to complete the surveys. It was suggested that the City of Dixon HR department be consulted in regards to the staff survey.
 - The results would be calculated and given to the Board Members at the end of October. This will allow the Board time to look at the results and thus be ready to discuss them at the November Board Meeting.
- ❖ Discuss goals and objectives arising from survey of Serving Our Public:

- A rough plan of reading chapters 1-7 so they could be discussed at the October meeting and then reading the rest of the chapters so they could be discussed at the November meeting.
- Recapping, the Checklist that must be completed can possibly be completed at the November meeting so it can be sent off before the December deadline.
- There was some discussion of possibly needing a special meeting on a Saturday to discuss the Survey or the budget. However, without a definite decision of when the budget is due, it was decided that chapters 1-7 would be read by Board Members by the October meeting.

New Business: Closure of the Library for Election Day on November 3, 2020:

Because holidays have already been approved for the 2020-2021 Library Calendar, the Board needs to approve Election Day as a holiday. Glen Hughes made a motion to approve the holiday for November 3, 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.

At 6:23 pm, Glen Hughes made a motion to adjourn the meeting. Marcella Kistson seconded the motion, and the meeting was adjourned at 6:32 pm.

Respectfully Submitted,
Tracey Lawton, Secretary