

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, October 12, 2020

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

Absent: Marilyn Jackson & Barb Coss

Meeting Location: Zoom meeting

President Carol Linkowski called the meeting to order at 5:31pm

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 September 2020 Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Marcella Kitson seconded the motion and a verbal vote was taken.

Terry Dunphy: aye

Glen Hughes: aye

Kevin Marx: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

President's Report: There was none

Director's Report: There was nothing in addition to the written report.

Treasurer's Report:

Glen Hughes made a motion to ratify the Treasurer's Report for September 2020. Kevin Marx seconded the motion and a verbal vote was taken:

Terry Dunphy: aye

Glen Hughes: aye
Kevin Marx: aye
Marcella Kitson: aye
Tracey Lawton: aye
Carol Linkowski: aye

The motion was carried.

Invoices and Expenditures: Marcela Kitson made a motion to ratify the Library Invoices and Expenditures for September 2020. Tracey Lawton 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

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:

- ❖ Goals and objectives for chapters 1-7 of Serving our Public: These were the areas that there were some concerns about:
 - Chapter 1 (no checklist)
 - Core 6 - *The library adopts and adheres to the Code of Ethics of the American Library Association. The library adopts and adheres to the Public Library Trustee Ethics Statement, developed by United for Libraries, a division of ALA*
 - Core 8 - *The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the*

library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.) It was suggested that because Director Deter's diploma was received in the UK, it was thought that there should be some note made in his file that this was equivalent to a Masters of Library Science in the US.

- *Core 13 -The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)* The Technology Committee will meet with the Director to update and create a new plan. Suggestions to the Board will be given at the January meeting.
- *Core 23 - At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.* This was done before the last library director retired, so it will need to be looked at as well.

Chapter 2

Library has a mission statement and a long-range/strategic plan. It was noted that once the current long term plan ends, a new one will have to be created.

- *Library board members participate in local, state, regional, and national decision making that will benefit libraries.* This will need some amount of clarification, so the Director is looking into this.
- *Library develops an orientation program for new board members.*
- *Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible*
- *Library maintains insurance covering property and liability, including volunteer liability.* Director Deter is checking with City Hall to see if the Library has liability insurance.

- *Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel. This will have to be developed.*

Chapter 3

- *Library salaries and fringe benefits account for up to 70 percent of total operations budget. Specific concern was given as to whether we were in compliance with “salaries plus fringe benefits account for up to 70%” of total budget.*

Chapter 4

- *The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.*
- *At least once every five years, the board directs a review of the library’s long-term space needs.*
- *The library building supports the implementation of current and future telecommunications and electronic information technologies. This will be addressed when the Technology Committee meets with the Director.*

Chapter 5

- no checklist, so See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists) for in-depth building infrastructure and maintenance checklists were used. Many of these issues will be discussed with the Buildings and Grounds Committee.
- Several parts of the chapter and Appendices do not apply to the Library as it either does not have them (aka sprinklers) or they are the city’s property (aka, parking lot).
- The building plan from Willet Hoffman that was created in 2018 has been used as the Library’s building plan for now.
- Standards 1-2, & 12 will be moved to digital and shared with various people for easy access.

Chapter 6

- Everything on the chapter 6 checklist falls into the emergency plan which is still in draft form. The Director will make sure everything on the checklist is included in the Library’s Emergency Plan and then it will be presented to the Board for approval.

Chapter 7

- *Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.* The Director is putting together a list for the Board to look at and approve.

- ✓ Our ADA policy has to be updated - Building and Grounds look at the current policy and make suggestions for updates.
- ✓ An Open Meetings Act question came about due to a change in the Act's wording. No committees should meet without a clarification which Director Deter will look into.

❖ **Proposed dates for 2021 regular board meetings:**

January 11th	July 12th
February 8th	August 9th
March 8th	September 13th
April 12th	October 11th
May 10th	November 8th
June 14th	December 13th

Glen Hughes made a motion to accept the 2021 meeting dates for the Library Board.

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

The motion was carried.

❖ **Proposed 2021 Holiday Closings**

Proposed holiday closures

1. New Year's Day, Friday January 1st
2. Martin Luther King Day, Monday January 18th
3. President's Day, Monday February 15th
4. Memorial Day, Monday May 31st
5. Independence Day, Monday July 5th
6. Labor Day, Monday September 6th
7. Veterans Day, Thursday November 11th
8. Thanksgiving, Thursday November 25th
9. Day after Thanksgiving, Friday November 26th
10. Christmas Eve, Friday December 24th
11. Christmas Day, Saturday December 25th
12. New Year's Eve, Friday December 31st

Glen Hughes made a motion to accept the 2021 Holiday Closings for the Library.

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

The motion was carried.

Unfinished Business:

- ❖ none

New Business:

- ❖ Budget Amendment Proposal: Because of the Covid Crisis, many items and jobs that were put on last year's budget were not complete. As a result, last year's budget was under its projection. Meanwhile, the jobs and materials have started to come in, which count on the current budget. For this reason, the Director is asking to adjust the expense lines of the current budget. In order to pay for the adjustments, it would require monies to be taken out of the Restricted Funds to be put into the Capital Fund.

Glen Hughes made a motion to adjust various budget expense lines in the amounts proposed in the board packet attachment "Agenda 13a proposed budget amendment" and move \$21,850 from the Library's Restricted Fund to the Capital Fund. 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

The motion was carried.

❖ Discuss and approve tools for Director Evaluation

Committee members created a 1-3 rating scale for the Director. In addition a library survey was created to be given to the public. The survey will be able to be completed either on paper or on-line, and the link will be provided on various platforms. The city's human resource department has agreed that they will both give the survey to employees and collect the results of the staff survey without the Director's involvement.

Glen Hughes made a motion to accept the Director Evaluation tool with modifications.

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

The motion was carried.

❖ Willett Hoffman

- All the work in the Director's office and staff lounge to repair the damage that asbestos removal has caused has to be done in a bid process
- Willett & Hoffman have provided an estimate for them to handle the process by creating bid documents that will recommend which bid to accept and they will make sure that the work is done correctly when it is finished. There was much discussion as to what specifically Willet & Hoffman would do, so the Director will

get more information from them. Because of this, It was agreed that this would be tabled until next month.

At 7:32 pm, Glen Hughes made a motion to adjourn the meeting. Terry Dunphy seconded the motion, and the meeting was adjourned at 7:32 pm.

Respectfully Submitted,
Tracey Lawton, Secretary