

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, January 11, 2021

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: Main floor of the library and via Zoom meeting

President Carol Linkowski called the meeting to order at 5:33pm

Citizens Present: There were no citizens present

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

Trustee's Comments: Marcella Kitson thanked the secretary for the detailed minutes over the past several months.

Approval of the Minutes: Marcella Kitson made a motion to approve with corrections of the December 2020 Meeting Minutes of the Dixon Public Library Board of Trustees as presented. 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

The motion was carried.

President's Report: There was none this month.

Director's Report: Swedberg returned to finish the work and it has been completed. The invoice will not be from Swedberg, but from Gerhke Construction because it has changed names.

Treasurer's Report:

Glen Hughes 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

The motion was carried.

Invoices and Expenditures: Glen Hughes made a motion to ratify the Library Invoices and Expenditures for December 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

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: none

Unfinished Business:

- Review of Section 6: Collection Management and Use

- Concerns were discussed about what theft was. Language was changed so that the Library Director does have the authority and/or discretion to pursue material not being returned or to have theft charges filed.
- Section E: Notification of Overdue Status:
 - Sub-paragraph 1: change the first notification to 7 days instead of waiting 14 days.
 - Sub-paragraph 2: change 28 days notification to 21 days notification.
- Section F: Fines, sub-paragraph 3: “a price not to exceed \$30” changes to \$50.
- Section H: Library of Things:
 - sub-paragraph 6: remove the last sentence as it is redundant.
 - Move sub-paragraph 10 to where sub-paragraph 7 is, and every other number simply shifts down.
 - Sub-paragraph 7 the word “tools” being changed to “things.”

The Director will put the changes listed above on a new copy for the Board to review at the February Board Meeting.

New Business:

- Setting up committee meetings: Director Deter needs to meet with Building & Grounds, Technology & Technology Resources and Finance & Budget Committees. Finance & Budget and Building and Grounds Committees should meet before the February Board Meeting. The Technology and Technology Resources Committee would need to meet in order to present to the Board by March.
- With Family Video Closing, the Director is going to look into purchasing their DVD cleaner as it is better than ours.

At 6:21pm, Glen Hughes made a motion to adjourn the meeting. Terry Dunphy seconded the motion, and the meeting was adjourned at 6:22pm.

Respectfully Submitted,
Tracey Lawton, Secretary