

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

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**Monday, June 14, 2021**

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

**Absent:** Glen Hughes & Barb Coss

**Meeting Location:** City Council Chambers at City Hall

President Carol Linkowski called the meeting to order at 5:30 pm.

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

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

**Trustee's Comments:** Carol Linkowski has had co-workers express that they loved our library and the programs it offers, especially the adult reading program. This brought up the fact that if a person has a library card in another town, they can get a reciprocal card from the Dixon Public Library.

**Approval of the Minutes:** Marcella Kitson made a motion to approve the May 2021 Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Terry Dunphy seconded the motion and a verbal vote was taken.

Terry Dunphy: aye

Kevin Marx: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Marilyn Jackson: aye

The motion was carried.

**President's Report:** none

**Director's Report:**

- ❖ The Director explained that several bills were expected, but he wasn't sure when they would be sent out. They were sent in April, so they went on last year's budget.
- ❖ The movers are coming July 5th and July 6th. The Library will already be closed for the 4th of July observance and Director Deter did say that he would be here while that happens in case any issues occur.
- ❖ The library has been slowly opening up its hours. Eventually, curbside will only be 3 hours a week - on Monday mornings. There is currently an issue in staffing Saturdays at the library. The Director is looking at several options that work with the current staff. As a last resort, a part-time staffer may need to be hired.
- ❖ 6 out of the 10 public computers will be placed back onto the big tables. Some other computers will have to be kept separate in order to observe social distancing.
- ❖ A lot of the furniture has been brought out of storage and put back; therefore, the TAD room will be available next month for the Library Board Meeting.
- ❖ For books that people have put on hold, there is now self pick-up. The books are wrapped in legal sized paper with the person's name and the date checked out. The legal paper allows the title to stay covered for confidentiality of the patron.

**Treasurer's Report:**

Tracey Lawton made a motion to ratify the Treasurer's Report for May 2021. Kevin Marx seconded the motion and a verbal vote was taken:

Rachel Cocar: aye  
 Terry Dunphy: aye  
 Kevin Marx: aye  
 Marcella Kitson: aye  
 Tracey Lawton: aye  
 Carol Linkowski: aye  
 Marilyn Jackson: aye

The motion was carried.

**Invoices and Expenditures:** Marcella Kitson made a motion to ratify the Library Invoices and Expenditures for May 2021. Terry Dunphy seconded the motion and a verbal vote was taken:

Rachel Cocar: aye  
 Terry Dunphy: 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:** A Technology Plan will be presented at the July meeting.

**Regular Calendar Business:**

- ❖ The Board voted for officers for 2021-2022 effective July 1, 2021
  - President: Tracey Lawton
  - Vice President: Kevin Marx
  - Secretary: Rachel Cocar
  - Treasurer: Terry Dunphy
- ❖ Non-resident cards:
  - Using the formula found on page 11b of the Board Packet, the cost for a non-resident fee would be \$78.25.
  - The Board has been keeping the price at \$75 for the past several years.
  - A motion to continue to offer non-resident library cards for a \$75 fee was made by Rachel Cocar. Terry Dunphy seconded the motion and a verbal vote was taken:
    - Rachel Cocar: aye
    - Terry Dunphy: aye
    - Kevin Marx: aye
    - Marcella Kitson: aye
    - Tracey Lawton: aye
    - Carol Linkowski: aye
    - Marilyn Jackson: aye

The motion was carried.

**Unfinished Business:**

- none

**New Business:**

- ❖ Language change to Board Policy Section 4, Part D on issuing library cards to non-resident taxpayers
  - There was some disagreement as to what the change in law states; therefore, Director Deter will be contacting Rob LeSage and the Illinois Library Association to ask for more clarification.
  - This will be an item that the Board will return to after more research.
- ❖ There was a discussion about remote attendance at Board Meetings virtually. Several policies were included in the Board packet. Some issues to consider:
  - Do we keep the Zoom accounts? If Board Members are allowed to meet remotely, should the public be allowed to be remote as well? What are the advantages/disadvantages of continuing remote access?
  - Some other possibilities for remote attendance were Facebook Live and Google Meets.
  - This will be tabled until the August meeting.

At 6:44 pm, Rachel Cocar made a motion to adjourn the meeting. Tracey Lawton seconded the motion, and the meeting was adjourned at 6:45 pm.

Respectfully Submitted,  
Tracey Lawton, Secretary