

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday July 12, 2021

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

Absent: Barb Coss

Meeting Location: TAD room on the lower level of the Dixon Public Library

President Lawton called the meeting to order at 5:31pm.

Citizen's Present: There were no citizens present.

Citizen's Comment: None

Trustee's Comment: Marcella shared a comment from a patron who loved the pickup for the books on hold. Antony echoed that other patrons have commented that they like the system for picking up books on hold. Other trustees remarked on the beauty of the new shelving units.

Approval of the Minutes: Kevin Marx made a motion to approve the minutes from the June meeting. Marcella Kitson seconded. There was no discussion.

Marcella Kitson: aye

Carol Linkowski: aye

Tracey Lawton: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Kevin Marx: yes

Rachel Cocar: aye

The motion was carried.

President's Report: President Lawton mentioned the discussion at the June board meeting regarding the mandate to allow zoom meetings which expired at the end of June. She made the decision to go back to in person meetings without zoom options. If there are any issues or trustees would like to have zooms available, we would need to make that available for patrons as well. It would need to be put back on the agenda if trustees would like to discuss it further.

Director's Report: Director Deter said he did not have any comments to add to his written report. He showed the board the original blueprints for the library building that had been sent to Chicago to be restored. They came out very well. Director Deter also mentioned that the library has the original drawings of the library before it was built. These have also been sent to the restoration company. They quoted a price of \$1,300 for the restoration. They also picked up a copy of the Dixon Sun, the edition which covers the bridge collapse. Antony showed Tom Wadsworth the original. The company has estimated it would be about \$1,900 to get the newspaper restored. Tom has offered to contribute \$200

toward the restoration. Antony wondered if the board would consider using the money from Diane Kullerstrand's book sales. There was discussion about whether this would need to be added to the August agenda or if the board would allow Director Deter to spend those funds since they fall within the allotted amount Director Deter is authorized to spend without board approval. Next year will be the 125th anniversary of the public foundation of the library. Director Deter thought that some of these restorations could tie into some kind of celebration. Marcella asked if it would be possible to make 8X10 copies of the blueprints. Other options for making copies of the prints available to the public were discussed. Marcella asked if the mysteries book club would be starting back up. Antony remarked that it would in September.

Treasurer's Report: Marilyn Jackson made a motion to accept the treasurer's report and Tracey Lawton seconded.

Marcella Kitson: aye

Carol Linkowski: aye

Tracey Lawton: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Kevin Marx: yes

Rachel Cocar: aye

The motion was carried.

Invoices and Expenditures: Marcella Kitson made a motion to accept the invoices and expenditures and Carol Linkowski seconded.

Marcella Kitson: aye

Carol Linkowski: aye

Tracey Lawton: yes

Terry Dunphy: aye

Marilyn Jackson: aye

Kevin Marx: yes

Rachel Cocar: aye

The motion was carried.

Committee Reports:

❖ **Finance and Budget:** none

- ❖ **Building and Grounds:** The committee does not have a report but Director Deter did want to review the building improvement report which updates the work that has been done since the last report three years ago.
- ❖ **Personnel and Salary:** none
- ❖ **By-laws, Policies, and Procedures:** Carol shared a question for Antony on the non-resident library cards. It will be discussed later in the agenda.
- ❖ **Technology and Technology Resources:** A report will be shared later in the agenda.

Regular Calendar Business: The technology plan was presented to the board. The plan was primarily compiled by Allen Philhower who takes care of all IT needs for the city of Dixon. This plan lists every device the library owns that would cost more than \$100 to replace. These devices are listed on the plan with updates needed at yearly increments. This will help the board anticipate future technology needs when thinking of budgets, etc. This year the library will need to take out a new contract on the two photocopiers. That would be a board decision because the contract will be around \$5,000. Other needs are covered in the small equipment budget. A discussion was had in regard to the training of staff in areas of technology. Kevin asked if offering patron education opportunities on various forms of technology would be a part of the library's technology plan. Antony suggested adopting this as the plan currently with a direction that he add language to that end for the next year's review of the plan. Carol Linkowski made a motion that the board approve the technology plan as presented. Marcella Kitson seconded the motion.

Marcella Kitson: aye

Carol Linkowski: aye

Tracey Lawton: yes

Terry Dunphy: aye

Marilyn Jackson: aye

Kevin Marx: yes

Rachel Cocar: aye

The motion was carried.

A discussion was had about adding the incoming board officers as signatories for accounts for 2021-2022. The banks will need updated signature cards which are needed every year at this time.

Carol Linkowski made a motion that the board approve a resolution authorizing president Tracey Lawton, vice president Kevin Marx, treasurer Terry Dunphy, and secretary Rachel Cocar as signatories on any financial institution accounts for Dixon Public Library. Marilyn Jackson seconded the motion.

Marcella Kitson: aye

Carol Linkowski: aye

Tracey Lawton: yes

Terry Dunphy: aye

Marilyn Jackson: aye

Kevin Marx: yes

Rachel Cocar: aye

The motion carried.

Unfinished Business: Director Deter gathered information in regard to nonresident taxpayers. He spoke with the city attorney, Rob LeSage, who told him that we have to offer cards to each member of the household when they present a tax bill. It is not compulsory unless these cards are specifically requested. President Lawton suggested the following wording change, “a nonresident who owns property within the city limits of Dixon” to go under section D number 1. The word “but” is also added to the end of number 1 so it will read, “The individual is a nonresident of the city of Dixon, but...”

Kevin Marx made the motion that the board approve the language change to Board Policy Section 4, Part D with amendments listed above. Marcella Kitson seconded the motion.

Marcella Kitson: aye

Carol Linkowski: aye

Tracey Lawton: yes

Terry Dunphy: aye

Marilyn Jackson: aye

Kevin Marx: yes

Rachel Cocar: aye

The motion was carried.

New Business: The board considered the disposal of a Mac Mini. It is at the end of it’s useful life for the library but it is worth \$350 which would require board approval. Allen has been offered this amount from a company that recycles old equipment. Marilyn Jackson made a motion that the library sell the Mac Mini. Terry Dunphy seconded.

Marcella Kitson: aye

Carol Linkowski: aye

Tracey Lawton: yes

Terry Dunphy: aye

Marilyn Jackson: aye

Kevin Marx: yes

Rachel Cocar: aye

The motion was carried.

Other Business: none

At 6:41pm Marcella Kitson made a motion to adjourn the meeting. Tracey seconded the motion. The motion carried and the meeting was adjourned at 6:41pm.

Respectfully submitted,

Rachel Cocar Secretary