

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

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**Monday August 9, 2021**

**In attendance:** Director Antony Deter, Carol Linkowski, Terry Dunphy, Marilyn Jackson, Rachel Cocar, Barb Coss, and Tracey Lawton.

**Absent:** Kevin Marx, Marcella Kitson,

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

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

**Citizen's Present:** There were no citizens present.

**Citizen's Comment:** None

**Trustee's Comment:** Rachel mentioned that the web site listing of library trustees was outdated.

**Approval of the Minutes:** Terry Dunphy made a motion to approve the minutes from the July meeting. Marilyn Jackson seconded. There was no discussion.

Carol Linkowski: aye

Tracey Lawton: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Rachel Cocar: aye

The motion was carried.

**President's Report:** none

**Director's Report:** Director Deter shared that he was hopeful there would be a new board member by the next meeting. If all goes according to plan the new member will be approved at the next City Council meeting.

Jen is working on getting signatures updated at the bank. Rachel will go to Midland Bank to provide signatures.

Director Deter showed the board a picture of new library furniture for the computer stations. He would like to move all the computers to one location so that it would be easier for staff to manage. Right now they need to help patrons in multiple places. If a display table is removed, there would be room for a larger computer table. New tables could also be used to bring all media equipment to one place. Antony asked Allen to attend the meeting with the representative to figure out any logistics with technology/computers.

Director Deter showed the board the balance sheet from the city. Any unused money at the end of a fiscal year gets swept up into restricted fund balance. The tables are not a budgeted item, but when Antony has a price he suggests that the board would consider using restricted fund money to purchase

the tables at that time. He will check with the city attorney to make sure all is ok. Antony suggests the board create a fund with \$175,000 which would be a “rainy day fund” that could cover operating costs for one month. This could be helpful in the event that the county is late on their payment. This could be put on agenda as an action item next month.

Marilyn asked about the specifications of the new tables. Currently the stacks for browsing books are close to the computer usage area. She wondered if the new tables could be less wide to allow for more walking room around the stacks. Antony stated he was mindful of this and would be open to moving the tables to create more room. The placement is bound by the location of the power source but he will see what is possible.

There has been no update on funding from the state library for the project to refurbish the basement. He will alert the board when he hears something.

**Treasurer’s Report:** Marilyn Jackson made a motion to approve the treasurer’s report as submitted. Tracey Lawton seconded.

Carol Linkowski: aye

Tracey Lawton: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Rachel Cocar: aye

The motion was carried.

**Invoices and Expenditures:** Carol Linkowski made a motion to ratify the invoices and expenditures and Terry Dunphy seconded.

Carol Linkowski: aye

Tracey Lawton: yes

Terry Dunphy: aye

Marilyn Jackson: aye

Rachel Cocar: 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:** none

**New Business:**

Consider and approve new language in Policy Section 4, Part C regarding providing free non-resident cards to Disabled Veterans. Carol recommended we table this item until the next meeting to clean up some language.

Consider and approve a proposal for the installation of air purifiers. Illinois has a grant scheme currently where you can apply for the grant to pay for air purifiers. The grant has a specific clause in it saying you can't use the grant money to purchase anything that requires a technician to install it. This limits purchases to freestanding units. Antony was not in favor of this because those would clutter up spaces and creates a trip hazard. In order to purify the air in the entire building many purifiers would be needed. Director Deter instead contacted Loescher to request a bid for installing purifiers. There are monies in the trust building lines that would cover this. They would install something inside each air handler or rooftop unit. The quote came in at just under \$5,500. This seemed like a reasonable amount given the work necessary to install. Because the director's spending limit is under \$5,000, Antony brought this to the board. Rachel Cocar made a motion to approve the installation of air purifiers. Terry Dunphy seconded.

Carol Linkowski: aye

Tracey Lawton: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Rachel Cocar: aye

The motion was carried.

**Other Business:** Discuss possible procedures for sending certain items to collection. Director Deter shared that the company Unique specializes in doing collections for libraries. It is important to find the balance between recovering tax payer funded material that is lost to the tax payer versus the "bad press" libraries receive for pursuing collections. If the newspaper or city hall got involved it would be explained that recovery of fees or balances would be to recover items that belong to the tax payer. Because this company specializes in libraries they use the same software. They charge \$9.95 per collection item. There are just over 300 items still unreturned after letters sent to patrons. Collections agencies generally discourage going after items less than \$25. Antony recommends that when starting the board would not go after anything under \$50. Whether or not money is recoverable, the \$9.95 fee is still applied. This fee can be charged to the patron. The company uses skip tracing so that addresses and phone numbers are checked against a national database. Antony asked for board feedback as to whether he should pursue this.

Marilyn asked how long the library would wait before pursuing collections. Antony said it would not be before items were late for 60 days. She also asked about I-DROP as an alternative to receive payment.

This would take money out of a tax return for a patron that had an outstanding balance that wasn't received through collections.

Since there is no contract with Unique it was decided to try it and then if it proves unbeneficial it can be discontinued without consequence. Before any account is sent to Unique, an additional letter will be sent advising the patron of the timeline before action would be taken.

At 6:23 pm Marilyn Jackson made a motion to adjourn the meeting. Tracey Lawton seconded the motion. The motion carried and the meeting was adjourned at 6:23pm.

Respectfully submitted,

Rachel Cocar Secretary