

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday October 11, 2021

In attendance: Director Antony Deter, Rachel Cocar, Terry Dunphy, Marcella Kitson, Tracey Lawton, Connor Self.

Absent: Barb Coss, Marilyn Jackson, Carol Linkowski and Kevin Marx.

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

President Lawton called the meeting to order at 5:36pm.

Citizen's Present: none

Citizen's Comment: none

Trustee's Comment: Tracey shared that her son was very impressed with all the work that had been done within the library.

Approval of the Minutes: Marcella Kitson made a motion to approve the minutes as presented. Terry Dunphy seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Connor Self: abstained

The motion was carried.

President's Report: President Lawton will be rearranging the committees to accommodate for the new member. If any member would like to be moved from a current committee, please let Tracey know within the week.

Director's Report: Since the time of writing the report, Director Deter found out the library received the grant from the state library for the copier, computers, and Chromebooks for virtual coding club. There will still be a maintenance fee that will be recurring for the copier. Tracey wondered if we purchased the copier rather than leasing it, would we be able to sell it at the end of use? Antony reported that if we lease it, the company will charge us for removal. If we own it, we could sell it or use it until it no longer works. Next month Antony will ask the board about replacing the other copier. The grant only covers the public copier, not the one the staff uses. If the board decides to purchase a new staff copier, there is not money budgeted for that so it would need to come out of the reserve. This would require a budget amendment.

The computer furniture that is pictured in Antony's report is slightly different from what is ordered. The clear dividers will go out to the edge of the table and the color would match the décor in a darker shade.

Treasurer's Report: Rachel Cocar made a motion to approve the treasurer's report as submitted. Marcella Kitson seconded.

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Connor Self: aye

The motion was carried.

Invoices and Expenditures: Terry Duphy made a motion to ratify the invoices and expenditures and Connor Self seconded.

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Connor Self: 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: Set holiday closure and board meeting calendar for 2022. State law about election day 2022 requires the state to shut down as well as school districts. There is no requirement on the library to observe it. Antony asked City Hall what they had planned to do and they have not decided. It was decided that we table this discussion until all board members are present and have an opportunity to weigh in.

Unfinished Business: None.

New Business:

Consider and approve authorizing director to join Interlocal Agreement. The purpose of joining this agreement would be in order to make a large purchase. The alternative to the agreement is putting the purchase out to bid, advertising in the newspaper, sending it to possible bidders, etc. This is a legally acceptable alternative when the library is making a purchase. This would not be appropriate to use if seeking to avoid the bidding process for construction. If board chooses to approve this agreement, the

purchase should be tabled so Antony can come back to the board next month with more figures. This is the best way to conduct this business in a transparent manner.

Marcella Kitson made a motion to authorize Director Deter to enter into the interlocal agreement with Region 8 Education Service Center in Pittsburgh, TX. Terry Dunphy seconded.

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Connor Self: aye

Consider and approve purchase of new computer furniture will be tabled until next meeting when Director Deter can provide more details per the interlocal agreement.

Other Business:

At 6:13 pm Rachel Cocar made a motion to adjourn the meeting. The motion was seconded by Marcella Kitson. At 6:13pm, the meeting was adjourned.

Respectfully submitted,

Rachel Cocar

Secretary