

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday November 8, 2021

In attendance: Director Antony Deter, Terry Dunphy, Marilyn Jackson, Tracey Lawton, Carol Linkowski, Kevin Marx.

Absent: Rachel Cocar, Barb Coss, Marcella Kitson, Connor Self.

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

President Lawton called the meeting to order at 5:33 pm.

Citizens Present: None

Citizen's Comment: None

Trustee's Comment: None

Approval of the Minutes: for October's meeting was tabled until the next regular meeting.

President's Report:

The President announced the committee assignments would be made shortly, and would be emailed.

Director's Report:

In addition to the written report, the Director gave out copies of the draft Facility Plan to the Buildings and Grounds Committee and a sample Succession Plan to Carol. The Director mentioned the Hubbard Diary collection, and the work completed by Grimm Bindery to repair them. The Director also mentioned that he would start working on the new Strategic Plan early in the new year with the staff at NICNE (Northern Illinois Center for Nonprofit Excellence).

Treasurer's Report: Kevin Marx made a motion to approve the treasurer's report as submitted and Marilyn Jackson seconded.

Terry Dunphy: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

Invoices and Expenditures: Terry Dunphy made a motion to ratify the invoices and expenditures and Kevin Marx seconded.

Terry Dunphy: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: 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: Carol Linkowski made a motion to set holiday closure calendar for 2022 as below:

1. New Year's Day, observed Saturday January 1st (also closed January 3rd)
2. Martin Luther King Day, Monday January 17th
3. President's Day, Monday February 21st
4. Memorial Day, Monday May 30th
5. Juneteenth, Monday June 20th
6. Independence Day, Monday July 4th
7. Labor Day, Monday September 5th
8. Veterans Day, Friday November 11th
9. Thanksgiving, Thursday November 24th
10. Day after Thanksgiving, Friday November 25th
11. Christmas Eve, observed Saturday December 24th (also closed Friday 23rd)
12. Christmas Day, observed Monday December 26th

Tracey Lawton seconded.

Terry Dunphy: aye

Marilyn Jackson: no

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

Unfinished Business: Marilyn Jackson moved to approve purchase of new computer furniture from Library Furniture International. Terry Dunphy seconded.

Terry Dunphy: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

New Business:

Marilyn Jackson made a motion to amend the budget for fiscal year 2021-2022 by increasing the line item for "Equipment Capital" within the Library budget by \$30,000; and by decreasing the Library fund balance by \$30,000. Terry Dunphy seconded.

Terry Dunphy: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Kevin Marx made a motion to amend the budget for fiscal year 2021-2022 by increasing the line item for "Property and Liability Insurance" within the Library budget by \$200; and by decreasing the line item for "Advertising" by \$200. Carol Linkowski seconded.

Terry Dunphy: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Other Business: None

At 6:30 pm Terry Dunphy made a motion to adjourn the meeting. The motion was seconded by Tracey Lawton. At 6:30 pm, the meeting was adjourned.

Respectfully submitted,

Antony Deter