

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday February 14, 2022

In attendance: Director Antony Deter, Rachel Cocar, Barb Coss, Terry Dunphy, Marilyn Jackson, Tracey Lawton, Carol Linkowski, Kevin Marx, and Connor Self

Absent: Marcella Kitson

Meeting Location: Council Chambers at City Hall

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

Citizen's Present: None

Citizen's Comment: None

Trustee's Comment: Tracey Lawton shared some concerns about comments made on the library social media site relating to confusion over library hours. She wondered if there was a way to cover up the hours on the front door on instances that the hours change. She also mentioned a comment that asked why the table cost as much as it did. Antony stated he chose to not engage the comment due to the confrontational manner of it. He clarified that he responds to comments or questions when addressed directly to him but not necessarily when posted on social media.

Rachel mentioned an incident at St. Charles Library where a patron was not following the mask policy and was asked to leave. The patron left and then a large group of unmasked patrons came to the library. This caused the library to shut down and limit in-person services for one day. Rachel was concerned about the potential of a similar incident happening in Dixon. She asked what the procedures were to handle this type of incident. Antony explained that board policy addresses how to handle situations in which patrons are disruptive or refusing to follow library rules. If the situation warranted it, the local authorities would be called. Rachel also asked about the banning of books and how that is handled by the library. Antony shared that there is also a procedure in place to handle those requests from patrons which involve a form the patron would fill out which would then bring the issue to the board. Connor Self asked if a school board should decide to remove a book from their library, how would that affect our sharing agreements with other school libraries? Antony stated that removal of a book from a school library would not change anything about the library's request of the book, but it would potentially affect the library's ability to get the book from the partnering school should the book be removed from circulation. Marilyn asked what would happen if a patron were to deliberately destroy an item. Antony stated that their account would be suspended, and the item would be replaced.

Approval of the Minutes: Marilyn Jackson made a motion to approve the January 10, 2022, minutes as corrected. Terry Dunphy seconded the motion.

Rachel Cocar: aye

Barb Coss: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

President's Report: None

Director's Report: Director Deter shared information that was supplemental to his written report. He had updated cost estimates for the construction to be done on the basement area. Antony was watching for the grant to be opened and it has not yet been. He assumed the grant may not be available this year. The total on the estimate includes everything apart from the asbestos abatement and refurbishment of the director's office and staff lounge that may be covered by 50% by a grant. Antony included a financial report with a list of funds including a restricted fund which was unused money that was dedicated to library work. He suggested that dipping into the reserves would leave the fund too low. Because of the rate of inflation, it is cheaper to borrow money right now to pay for a job than it is to wait to do it. With that thinking in mind, Antony went to the City Manager and asked if the city would be willing to extend a line of credit to the library. There is staff support for this, though the final decision would come from City Council. The interest would be small, and repayment would happen within 5 years. The finance report this month shows that the library has spent 65% of the budget but is 75% through the year. Antony presumes that there will be a contribution again this year into the restricted fund. If the board is interested in exploring this option, the City Manager can get started on this process. To access the restricted funds, library CDs would need to be cashed in early. Kevin wondered if it would be beneficial to investigate other grant opportunities before dipping into restricted funds. Antony shared that he has Greg Gates keeping an eye on potential grants for the library. There could be federal money coming through at some point. Most money available to libraries is through grants from the State Library. Middle ground could include starting the architectural work and potentially wait for grant money to be made available. Antony shared that renovation of the basement area can improve program offerings and offer more spaces for other activities. Carol commented that she wasn't opposed to using trust fund money, rather than allowing it to just sit unused. She asked Antony how likely it would be that the grant would be made available in the coming year with the potential shift in political priorities during a gubernatorial election year. It was suggested that the topic should be put on the agenda for discussion for the next meeting. Carol stated it would be helpful to have a clear vision and statement for the project to justify the expense as a use of taxpayer money.

Treasurer's Report: Kevin Marx made a motion to approve the treasurer's report as submitted. Carol Linkowski seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

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

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

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: None.

Unfinished Business: Discussion of amending policies regarding overdue fines. Carol suggested tabling of the action item on the waiver for overdue fines. She thought a discussion about the overdue fines could then be taken by the policy committee to formulate a policy to bring back to the board. She felt that this would make it more clear to patrons. Antony explained that he was parsing the issues because one facet was dealing with finances. He suggested that the policy committee meet to go over all the policy. Kevin shared that he was curious to hear about what neighboring libraries do to handle overdue fines. Antony reported that Milledgeville Library did away with fines but kept a “fine jar” for patrons who wanted to contribute toward the potential fines. Antony suggests Rock Falls library would most likely not do away with fines, Sterling Library might. He reported that it is a more common phenomenon but has happened more regularly in the suburbs. Marilyn asked if there were any way to

get demographics on who owes fines. Antony agreed to do some research and come back to the board with that information.

New Business: Consider and approve a motion to open a new checking account for the Trust funds, to transfer balance from the existing checking account, and close the existing account. This transfer was suggested because the city has already transferred funds to Sauk Valley Bank and it would make business easier with accounts at the same location. Tracey Lawton made a motion to open a new checking account for the Trust funds at Sauk Valley Bank, to transfer balance from the existing checking account at Midlands State Bank and close the existing account. Connor Self seconded.

Barb Coss: yes

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

Consider and adopt the American Library Code of Ethics. Antony shared that the IL Library Association published a set of standards and suggests they be put into action. The code of ethics would be added to the existing policy manual as an appendix. Kevin Marx made a motion to adopt the American Library Code of Ethics and the American Library Association Public Library Trustee Ethics Statement. Marilyn Jackson seconded the motion.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

Consider and approve a motion to waive overdue fines from 2013-2020. It was decided to table this discussion for the next meeting when Director Deter can present further research and information.

Discussion of proposed Special Collection – Illinois and Local History Collection Policy. Language was provided addressing the Illinois and Local History Collection Policy. Carol Linkowski made edits to enhance the language to address what exactly the library will collect and what can be done with donations that are not needed. A few language changes were suggested, and Antony agreed to bring a revised version back to the board at the March meeting.

Other Business: None

At 6:59 pm Marilyn Jackson made a motion to adjourn the meeting. The motion was seconded by Tracey Lawton. At 6:59pm, the meeting was adjourned.

Respectfully submitted,

Rachel Cocar, secretary