

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday January 10, 2022

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

Absent: Barb Coss, Marilyn Jackson

Meeting Location: Council Chambers at City Hall

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

Citizen's Present: None

Citizen's Comment: None

Trustee's Comment: Carol Linkowski shared a concern that had arisen from a patron. The patron was concerned about why the library had returned to curbside service this past week without a notice on the library website. Antony explained that it had been posted to Facebook and the radio station. There was some confusion about the announcement from the radio station. Antony explained that there was not enough staff to open due to COVID exposure. Carol wondered why it was deemed inappropriate for sharing a staffing concern to explain the closure. If it was explained that staffing issues were the reason for the closure, that may have eliminated some of the confusion. It was discussed that in the future if this situation were to arise again it would be easier to explain that there were staffing issues.

Approval of the Minutes: Carol Linkowski made a motion to approve the December 13, 2021, minutes as corrected. Marcella Kitson seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: abstain

Connor Self: aye

The motion was carried.

President's Report: President Lawton had no formal report but is looking at language to address absent members.

Director's Report: Director Deter was informed by City Hall that Midland States Bank is going to begin charging a fee on all city accounts. The city has opted to move accounts from the bank to Sauk Valley Bank should the board decide to do that. Because the Board has a Trust CD there it would be a quick turnaround because all officers are already signatories at Sauk Valley Bank. Paperwork could be

finalized and brought to a meeting where officers could sign. That will be added to the agenda for the February meeting for board approval.

Director Deter reported that just today items had been collected for an account that had been sent to collections and arrangements were made to cover the remaining fee for that patron.

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

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

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

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

Committee Reports:

- ❖ **Finance and Budget:** The committee met on 12/29/21 to discuss and review budget for fiscal year 2022-23 which will be discussed and sent for approval to the board under regular calendar business.
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** none
- ❖ **By-laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

Regular Calendar Business: Consider and approve the budget for Fiscal Year 2022-23. Director Deter highlighted a few points about the budget, explaining various line items. Connor Self made a motion to approve the budget for Fiscal Year 2022-23. Terry Dunphy seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

Unfinished Business: None.

New Business: Consider and approve budget amendment to allow expenditure of additional funds received from the State Per Capita Grant. The library received \$3,540.18 more than was budgeted for from the State Library Per Capita grant. This money must be expended this budget year, and so the budget needs to be amended to accommodate spending the extra funds. Kevin Marx made a motion to amend the budget for Fiscal Year 2021-2022 by increasing the revenue line item for 15-001-4350 "State Grants" within the Library budget by \$3,540.18; and by increasing the line 15-411-5430 "Library Purchases" by \$3,540.18. Marcella Kitson seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

Consider and approve a resolution declaring 2022 as the Sesquicentennial Year of the founding of the Dixon Hose Company's library. Marcella Kitson made a motion to approve a resolution declaring 2022 as the Sesquicentennial Year of the founding of the Dixon Hose Company's library. Kevin Marx seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

Discussion of amending policies regarding overdue fines. The discussion was tabled until the February meeting.

Other Business: None

At 6:48 pm Tracey Lawton made a motion to adjourn the meeting. The motion was seconded by Marcella Kitson. At 6:49pm, the meeting was adjourned.

Respectfully submitted,

Rachel Cocar, secretary