

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

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Monday December 13, 2021

**In attendance:** Director Antony Deter, Rachel Cocar, Barb Coss, Terry Dunphy, Marcella Kitson, Tracey Lawton, Carol Linkowski, Connor Self.

**Absent:** Marilyn Jackson, Kevin Marx

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

President Lawton called the meeting to order at 5:32pm.

**Citizen's Present:** None

**Citizen's Comment:** None

**Trustee's Comment:** Rachel asked about policies for consistently absent members and if there were anything to be done about that instance in the event the board consistently doesn't have enough members for a quorum. Rachel also asked if zoom would be an option for meetings if COVID numbers go up. Director Deter said that it wouldn't be ideal for the budget meeting but suggested it might be possible to postpone or cancel a meeting if numbers go up rather than offering a hybrid meeting.

**Approval of the Minutes:** Marcella Kitson made a motion to approve the October 11, 2021, minutes as corrected with Barb Coss as being absent and Connor having abstained from the approval of previous meeting minutes. Terry Dunphy seconded the motion.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: abstain

Connor Self: aye

The motion was carried.

Carol Linkowski made a motion to approve the November 8, 2021, minutes as presented. Terry Dunphy seconded the motion.

Barb Coss: aye

Rachel Cocar: abstain

Terry Dunphy: aye

Marcella Kitson: abstain

Tracey Lawton: aye

Carol Linkowski: aye

Connor Self: abstain

The motion was carried.

**President's Report:** None

**Director's Report:** In addition to the written report Director Deter had a brief addition. He will need a meeting with the finance committee to get the budget proposal looked at before the January meeting. Director Deter will reach out to the committee to get it organized some time after Christmas. He also asked the board to start thinking about overdue fines. He would like the board to consider waiving the backlog of overdue fines. This is not fines accruing against things that have been lost or damaged. This is against things that have actually been returned. As of today, there are 672 patrons who owe fines against 2,413 items that have come back late. Average fine is \$2.51, and the average account is \$9.02. This covers the range between May 13, 2020, to March 20, 2021. Some staff are uncomfortable asking for fines to be paid when items have been returned. On the other side the lost items fines total about \$13,500 that have accrued over the last seven years. The worst \$9,500 has been sent to collections (i.e., families with fines over \$50). Collections were sent about ten days ago (12/1/21). Director Deter won't know until the next meeting if patrons have started paying. Director Deter is suggesting doing away with overdue fines, not lost item or damaged item fines. If overdue fines are an incentive for people to get things back, you would think more items would go missing when we're not charging fines. Somewhere between 100-125 items go missing every year. About ¼ of that gets returned at some point. Tracey asked how much the library makes per year on fines. Director Deter said it is a complicated answer. The library has never kept a separate track between overdue and lost items so it's hard to say how much was for lost items and how much was for overdue items. There are eight years of back history of paid fines and those are largely lost items. Overdue fines before COVID made up about 2-3% of overall revenue. Carol asked if the library is doing it because it is more trouble than it's worth? Carol stated that if fines are stopped it will be difficult to reinstate them if the board ever saw fit to do so. At what point does the policy decide it is no longer a late item versus not being returned? Will the time between determining if an item is late versus lost be shortened if we drop the fines? When the board changed the policy for DVD borrowing to match that of books, there were fewer lost DVDs. Milledgeville Public Library went fine free, and the director had a few patrons report that those who wanted to pay fines now leave a donation to cover for the fine. The New York Public Library got rid of fines and cleared the back debts of 400,000 patrons. Wiping the slate clean for back debts would be a separate action item than doing away with the fines. Tracey echoed Carol's questions and stated that she would have wanted to ensure that the two weeks are honored on items that have a waitlist. Antony stated that those who have items that are on hold are not permitted to renew them. "Hot ticket" items have a special code attached to them when they check them out. There can be specific rules created for "high demand" items. Antony will prepare more detail for the next meeting. Connor stated that the money is not revenue until it's actualized. Antony clarified that it's not even audited until it's on the balance sheet. Connor asked how much the library has actualized.

Marcella asked Antony about the commissioning of a new logo. Antony asked the designers to create something that can be used for the hose company celebration next year and then used going forward from then. Addelise is the name of the company and Jessica Dempsey is the designer.

**Treasurer's Report:** Connor Self made a motion to approve the treasurer's report as submitted.  
Marcella Kiston seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Connor Self: aye

The motion was carried.

**Invoices and Expenditures:** Marcella Kitson made a motion to ratify the invoices and expenditures and  
Connor Self seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: 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:** None.

**Unfinished Business:** None.

**New Business:** Consider and approve Facility Plan for 2022-2025. The old facility plan expired this year and should be updated for grants that Antony would like to apply for. The grant could cover 50% of two of the projects in the building plan which could total at least \$15,000. A current facility plan is one of

the required components for the grant application. Barb Coss made a motion to approve the facility plan for 2022-2025 and Terry Dunphy seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Connor Self: aye

The motion was carried.

Consider and approve budget amendment to allow for purchase of technology equipment using grant from State Library. Rachel Cocar made a motion to amend the budget for fiscal year 2021-2022 by increasing the revenue line items for "State Grants" within the library budget by \$12, 013; and by increasing the line "Small Equipment and Tools" by \$12,013. Marcella Kitson seconded the motion.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Connor Self: aye

The motion was carried.

**Other Business:** None

At 6:26 pm Connor Self made a motion to adjourn the meeting. The motion was seconded by Tracey Lawton. At 6:26pm, the meeting was adjourned.

Respectfully submitted,

Rachel Cocar, secretary