

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

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**Monday March 14, 2022**

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

**Absent:** None

**Meeting Location:** TAD Room, Lower Level, Dixon Public Library

President Lawton called the meeting to order at 5:34 pm.

**Citizen's Present:** None

**Citizen's Comment:** None

**Trustee's Comment:** None

**Approval of the Minutes:** Kevin Marx made a motion to approve the February 14, 2022, minutes as presented. Marilyn Jackson seconded the motion.

Rachel Cocar: aye

Barb Coss: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: abstain

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

**President's Report:** None

**Director's Report:** Director Deter shared recent news regarding the state library grant. He has started work on the construction grant and found language that states if you have applied for one particular grant in a year, you cannot apply for this grant. He will need to get some confirmation on that. If we aren't able to apply this year, he thinks it might be worth holding off and applying next year. Because it takes several years to spend appropriations, it may well be that even if we don't apply this year, there could still be the ability to apply next year. There is no clarification of fiscal year versus calendar year. One of the things he was looking at doing to present the project to city hall to help us or go to a bank for support, he approached Willet Hoffman to ask what work would be involved in creating a model/rendering of the project. To do this work, Willet Hoffman quoted \$2,500. Because of the time of fiscal year we are in, it's a little tricky to find where this money will come from. Antony suggested using

money that was put into a previous capital fund. There was discussion over the cost of the rendering, the contingency of the grant, etc.

The personnel committee should meet sometime between now and the next board meeting to address the updated CPI data from city hall so that something can be put on the board's agenda for next month.

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

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

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

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: 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:** Summary of the meeting is in Director Deter's report and motions to be considered are on the agenda.
- ❖ **Technology and Technology Resources:** none

**Regular Calendar Business:** Consider and approve a motion to reconfirm policy on Internet and Computer Use. Carol Linkowski asked for clarification to know if a library card was needed in order to use the computers. Antony stated that the card is only required for using circulated materials. Kevin wondered if would be helpful to add the language that states library card is not required in the policy. Antony suggested that D1 under general use that would say "a library card is not required for computer use." Tracey suggested the first sentence of D1 should read, "access to the library's computers is a limited resource at the library which is available to all patrons even without a library card." Connor Self made a motion to reconfirm the policy on Internet and Computer Use with suggested changes. Barb Coss seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Duphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

**Unfinished Business:** Consider and approve proposed amended policies regarding overdue fines. Antony explained that the policy language that was given is what was decided on at the by-laws committee meeting. The by-law committee suggested changing the time frame for letting patrons know they had overdue materials. Carol Linkowski made a motion to approve the proposed amended policies regarding overdue fines. Marilyn Jackson seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

Consider and approve a motion to waive overdue fines from 2013-2020. Antony tried to find ways to break down the fines from 2013 but was unable to do it in a way that was more sensible than what was already provided to the board. There is no clear pattern to older fines. Connor Self made a motion to authorize the director to waive past overdue fines. Tracey Lawton seconded the motion.

Barb Coss: abstain

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: yes

Connor Self: aye

The motion was carried.

Consider and adopt the proposed Special Collection. Antony added some language in regard to the deaccession of items. This language is included in the board packet. Kevin Marx made a motion to adopt the proposed Special Collection. Marcella Kitson seconded.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

**New Business:** Consider and approve the proposed Trustee Orientation Plan. Tracey suggested a change to replace semicolon in section C, number 9 with commas. It was added that H3 should have Freedom of Information Act struck and be moved to G1. Connor Self made a motion to approve the proposed Trustee Orientation Plan with suggested changes. Barb Coss seconded the motion.

Barb Coss: aye

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

**Other Business:** None

At 6:33 pm Rachel Cocar made a motion to adjourn the meeting. The motion was seconded by Tracey Lawton. At 6:33pm, the meeting was adjourned.

Respectfully submitted,

Rachel Cocar, secretary