

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday April 11, 2022

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

Absent: Terry Dunphy, Marilyn Jackson

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

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

Citizen's Present: None

Citizen's Comment: None

Trustee's Comment: None

Approval of the Minutes: Carol Linkowski made a motion to approve the March 14, 2022, minutes as presented. Connor Self seconded the motion.

Rachel Cocar: aye

Marcella Kitson: aye

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 that Terry Dunphy offered her apologies for her absence this evening, but she has been quite ill. Antony shared that Terry was scheduled to go to Sauk Valley Bank to roll over CD but was unable to do so due to her illness. Antony and Rachel will go to the bank tomorrow to take care of it. Antony was able to meet with Jeremy Englund and Greg Gates to submit the grant proposal. If both grants that have been applied for are awarded, it would cover the cost of the project. Antony met with Tom at Willett Hoffman. He had finished a first draft of the rendering of the downstairs. It was very impressive. Tom will be back on site tomorrow to get further measurements. Antony expects the rendering will be ready by the time of the next board meeting. Antony also had an example of a display case from Venier's that had been purchased to display various artifacts. There is a small Lincoln statue that needs repair. Antony was going to suggest this as a potential project for an anonymous donor. There is also a map of Dixon that is believed to be from 1840's. That could also be a project for the donor. Antony found an audio tape that was digitized by a friend. It was a recording of the dedication ceremony for the new addition for the library. Antony also presented mock-ups of the new logo, including the one to be used for the sesquicentennial celebration. In order to use the logo to create sellable items (note cards, t-shirts, tote bags), the library would need to apply for sales tax.

Antony wondered if the board would be open to him missing the June meeting. His family's availability to take a vacation is limited. That meeting would include the election of new officers. The board agreed that the June meeting could continue without Antony present and that he should accompany his family on vacation.

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

Rachel Cocar: aye

Barb Coss: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

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

Barb Coss: 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:** none
- ❖ **Technology and Technology Resources:** none

Regular Calendar Business: Appoint a nominating committee for officers to serve July 1, 2022 through June 30, 2023. Carol, Marilyn, and Barb will need to let Antony know if they would like to continue their service on the board since their terms will expire on June 30, 2022. Marcella Kitson, Carol Linkowski,

and Connor Self will be on the committee and Marcella will act as chair. The committee will meet prior to the June meeting to come up with the slate of officers.

Unfinished Business: This item should technically be listed under new business. Consider and approve Emergency Management Plan. Carol Linkowski suggested changing “police department” to “fire department” on page 2 of the document. She also suggested a correction on page 4 under warning, fourth bullet point, the last full sentence should say “if” instead of “it”. Kevin Marx offered thanks for the work Antony put into the plan. He suggested taking a sentence from page 5 and adding it to page 2 a. which already discusses fire extinguishers. Kevin also expressed concern that a senior staff member would be charged with making sure the entire building was clear before evacuating during a fire. Discussion followed about ways to direct all staff to be responsible for various departments within the library to not leave that work for one person. Connor suggested changing the gathering location for the staff from the library to an off-site location that would have the same hours of operation. Kevin made the suggestion to add the same clarification for the fire plan. Kevin Marx made a motion to approve the Emergency Management Plan with the proposed changes. Tracey Lawton seconded.

Rachel Cocar: aye

Barb Coss: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

Consider and approve a budget amendment to allow for grant money to be spent in 2022-2023 fiscal year. Antony is having difficulty getting three prices on a new copier from three different vendors. He may have to look for more vendors. He asked City Hall how to transfer money from one year to another. The grant doesn't stipulate spending the money until September 30, 2022. This amendment would draw the money back into this year's budget which increases the revenue, drawing from the restricted fund. The amount listed is the exact amount of the grant that has not been spent. Connor Self made a motion to amend the Fiscal Year 2022-2023 by increasing Transfers In 15-500-7100 by \$9,125.92 and the Small Equipment line 15-410-5440 by a corresponding amount. Carol Linkowski seconded the motion.

Rachel Cocar: aye

Barb Coss: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

New Business: None.

Other Business: None

At 6:26pm Marcella Kitson made a motion to adjourn the meeting. The motion was seconded by Tracey Lawton. At 6:27pm, the meeting was adjourned.

Respectfully submitted,

Rachel Cocar, secretary