

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

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**Monday May 9, 2022**

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

**Absent:** Barb Coss

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

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

**Citizen's Present:** Nick Haws attended the meeting as prospective board member to observe the meeting.

**Citizen's Comment:** None

**Trustee's Comment:** Carol Linkowski mentioned she would not be at the June meeting and wanted to make sure there was a quorum. Terry Dunphy shared her thanks for the care and concern for her recent illness. Marilyn Jackson shared her thanks for the support during her term. She will not be renewing her term after June.

**Approval of the Minutes:** Kevin Marx made a motion to approve the April 11, 2022, minutes as presented. Marcella Kitson seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

The motion was carried.

**President's Report:** None

**Director's Report:** Antony wanted to share some preliminary drawings from the 3D model. He passed them around for the board to see. He was very pleased with them and felt the drawings give a good idea of what the space will look like without all the furniture and books. Antony shared updates about the various grant proposals, which are also shared in his written report. The June meeting will conflict with a children's program happening that evening. The meeting can be rescheduled, have the meeting at city hall but would need to make arrangements with someone who could open the building, or at KSB Medical Arts Building. It was agreed that we would meet at KSB Medical Arts as long as there is a conference room available. The only item that should be on the agenda is the election of officers.

**Treasurer's Report:** Approval of Trust Fund Bills and Expenditures. Marilyn Jackson made a motion to approve the treasurer's report as submitted. Connor Self seconded.

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:** Marcella Kitson made a motion to ratify the invoices and expenditures and Terry Dunphy seconded.

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:** This will be covered in agenda item 12.
- ❖ **By-laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

**Regular Calendar Business:** Consider and possibly approve a motion to offer non-resident cards and if approved consider and possibly set the non-resident fee. The library divides its total local property tax revenue (excluding state and federal funds) by the local population (using information from the 2020 census). This number is multiplied by the average number of persons per local household (using the

most recent federal census data at [www.census.gov/quickfacts/table/dixoncityillinois/HSD310220#HSD310220](http://www.census.gov/quickfacts/table/dixoncityillinois/HSD310220#HSD310220)). This is the fee charged to all non-residents when purchasing a library card. Antony included various information from other sources about non-resident fees. This conversation was sparked by some discussion on the library social media pages regarding the need of children outside the city having to pay for non-resident cards. The state says the library is not obligated to offer non-resident cards, but DPL has always done so. There are multiple ways to determine the fees. There is legislation out which would mandate that libraries offer free library cards to children outside the city for free. This legislation hasn't passed yet. Marcella Kitson made a motion to approve that the library continues to offer non-resident cards. Marilyn Jackson seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

Connor Self made a motion to place the cost of the non-resident card at \$75.00 per year effective January 1, 2023. Marilyn Jackson seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

**Unfinished Business:** Consider and possibly approve a motion to amend the budget for FY 2022/2023. The personnel and salary committee met to discuss the city's annual methodology where they look at existing pay grades and adjust them by the CPI. The number this year is 7.0% which can dramatically impact the budget. These suggestions would affect only the full-time positions. The pay grades, both minimum and maximum go up by that percentage. There is not a consistent methodology to address these wage changes. The committee considered various options to address this. There's no step scale

system or performance-based system to move employees beyond the suggested range. The committee suggested that this adjustment would keep the employee's progression through the range consistent. The committee suggested that the money would come from an increase in expected revenue from corporate replacement tax. Rachel Cocar made a motion to increase the CPPRT revenue line 15-001-4410 by \$15,000 to \$67,000 and to increase the Full-Time expense line 15-410-5110 by \$15,000 to \$299,000. Marilyn Jackson seconded the motion.

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:** None.

**Other Business:** None

At 6:37pm Carol Linkowski made a motion to adjourn the meeting. The motion was seconded by Marcella Kitson. At 6:37pm, the meeting was adjourned.

Respectfully submitted,

Rachel Cocar, secretary