

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday August 8, 2022

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

Absent: Rachel Cocar

Meeting Location: Loveland Community Building

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

Public Comment: President Lawton welcomed those wishing to address the Board and advised that in consideration of the significant volume of comments that have been addressed to the Board during the last two meetings, today's public comment period would be limited to the 30 minutes established by the Boards by-laws. She reviewed the guidelines for public comment and asked that all presentations be respectful of other participants.

The following letters were read as submitted.

Brett Nicklaus submitted a letter in which he offered suggestions for moving forwards. Meghan Crisham submitted a letter in which she asked that her name be removed from the original letter received in June from various residents. Ms. Crisham stated that her intent was that books be placed in the most appropriate area of the library, and not be removed. Victoria Bowers submitted a letter in which she lent her support to the policy language being considered by the board.

In Person Comments were then heard from: Kyle Ferrebee, Angela Shippert, Pamela Vivian, Mike Sutcliffe, Ken Miller, Anne Hermes, Ryan Levitis, Damaris Martinez, Rebecca Ray, Sharon McClane, Susan Blanchett

Trustee's Comment: Trustees asked that comments regarding book selection discussion be heard as a part of the Directors Report.

Approval of the Minutes: Connor Self made a motion to approve the July 11, 2022, minutes with noted changes. Marilyn Jackson seconded the motion.

Terry Dunphy: aye

Piper Grazulis: abstain

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: President Lawton thanked Trustees for their additional work over the past two months, and also, thanked the public for their patience and understanding of the time it takes to properly work through the requests being made by the public. The current situation has tested long standing practices and policies which has required the Board to reconsider existing policy and make changes as needed in order to properly respond to the current issues.

Director's Report: In addition to the written report in the Board Packet, and an updated report distributed at the meeting, Director Deter added that he has just received word that the State Librarian has deemed DPL's grant request related to building improvements to be "eligible" for State funding subject to legislative appropriation for the grants. He then went on to review in detail the "Memorandum to the Board on book selection procedures". A half hour discussion followed with Trustees asking questions and offering comment. A request was made for additional information on how "displays" are created and managed. Director Deter agreed to do some research on the topic with other libraries to identify standard practices. This section of the meeting ended with Marilyn Jackson thanking Director Deter for the work he does in managing the Library and supporting the Board.

Treasurer's Report: Approval of Trust Fund Bills and Expenditures. Marcella Kitson made a motion to approve the treasurer's report as submitted. Carol Linkowski seconded.

Terry Dunphy: aye

Piper Grazulis: 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. Two non-recurring invoices were identified and explained. One was for code compliance in lowering a fire alarm pull station, and the other resulted from clean up cost incurred as a result of water ingress.

Terry Dunphy: aye

Piper Grazulis: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion 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 new language for section 6 of the policy manual: Collection Management and Use. After discussion and proposed changes, a motion was made by Marcella Kitson to approve new language as follows. It was seconded by Terry Dunphy.

B. 3. While everyone is free to reject materials that they do not approve of for themselves and their children, they cannot restrict the freedom of others to choose what to read, hear, or view. A diverse collection is important. Material will not be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of either the author or the material.

C. Staff Commitment to Selection Responsibilities

1. The Library Director and Library Board require selectors to adopt certain basic and minimal practices as a prerequisite to effective selection and collection management.
 - a. Diligently examine and keep apprised of reviews, prepublication lists, publisher's catalogs and announcements, standard biographies and other sources which serve as the basis for responsible selection.
 - b. Develop and maintain a familiarity with and regularly as well as systematically assess the strengths and weaknesses of those sections which fall within their respective areas of responsibility. Selection of individual titles must take place within the context of purposeful collection management.
 - c. Cooperate and collaborate with one another to assure that the combined effort is both integrated and comprehensive.

D. Free Access to Library Materials

1. Selection guidelines do not guarantee that each item purchased for the Library's collection is suitable for each person who may choose to select it. Young people under the age of 18 have

free access to materials from the adult collection, and parents may choose to advise their children in making an appropriate selection.

E. Reconsideration of Resources

1. Patrons wishing reconsideration of Library resources will be asked to fill out a Library Resources Reconsideration Form (Appendix E). The form shall be submitted to the Library Director. The Library Director and appropriate Library staff shall meet and carefully review the materials under consideration. The Director shall notify the patron originating the reconsideration request. If an individual is not satisfied with the action taken, they may appeal to the Library Board by contacting the Library Director, requesting for the item to be placed on an upcoming Library Board meeting agenda. The Board will review the material questioned, the Reconsideration of Library Resources Form, and findings of staff reviewing the item. The decision of the Board of Trustees shall be final. No Request for Reconsideration will be considered for 24 months following a board decision on the same material.

Terry Dunphy: aye

Piper Grazulis: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion carried.

Consider and approve new language for Section 15 of the policy manual: Social Media and Networking. After thorough discussion of the need for changes and review of the model policy, Marilyn Jackson made a motion to approve new language as follows. It was seconded by Piper Grazulis.

Section 15: Social Media and Networking

The Dixon Public Library has established multiple social media sites for use by the library to distribute information to the community in a timely manner. It is not a public forum.

All postings to the social media sites are not public records under the Local Records Act [50 ILCS 205]. They are copies of records managed under item #306 Program Records (Social Media Postings and Postings Log), Application for Authority to Dispose of Local Records #15:045, and are available at the library for review or FOIA request. Any and all questions concerning a posting, or to respond to it, will use the library's email address, maillibrary@dixonpubliclibrary.org.

Terry Dunphy: aye

Piper Grazulis: aye

Marilyn Jackson: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

The motion carried.

Consider and approve new language for Section 18 of the policy manual: Public Comments and Correspondence: Director Deter included potential new language for this section in the Board Packet, however, new information regarding the subject was just received today from the Attorney General's office. As such, the consensus of the Board was to defer consideration of this change until the next regular meeting.

Other Business: None.

At 7:24pm, Marilyn Jackson made a motion to adjourn the meeting. The motion was seconded by Marcella Kitson. Without objection from other members, the meeting was adjourned.

Respectfully submitted,

Kevin Marx, Vice President