

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday September 12, 2022

In attendance: Director Antony Deter, Rachel Cocar, Terry Dunphy, Piper Grazulis, Marcella Kitson, Tracey Lawton, and Carol Linkowski

Absent: Marilyn Jackson, Kevin Marx, Connor Self

Meeting Location: Loveland Community Building

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

Citizen's Present: Michael Perrino, Michael McLaughlin, Damaris Martinez, Mike Sutcliffe, Angie Shippert

Citizen's Comment: The following letters were read as submitted.

Gary and Chris Gelbach submitted a letter in support of Director Deter and the Dixon Public Library staff for their continued service to the Dixon community.

H. Phillip LeFevre submitted a letter in opposition to banning books and in support of free access to materials in public libraries.

Trustee's Comment: Piper Grazulis expressed that the book is legal and has been taken to the Attorney General, but the fight against the library is just spinning the wheels. The legislature is where we need to start with our concerns.

Approval of the Minutes: Piper Grazulis made a motion to approve the August 8, 2022, minutes as submitted. Marcella Kitson seconded the motion.

Rachel Cocar: abstain

Terry Dunphy: aye

Piper Grazulis: aye

Marcella Kiston: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

President's Report: None.

Director's Report: Director Deter opened up for the board to ask questions about the capital asset inventory that was included in the Director's Report. First step is to take an inventory of capital assets. He realized after the report was submitted that the age of carpet, etc. was not included in the report. Marcella asked about the bullet point about the removal of asbestos. He stated that he knows where all the asbestos is. The removal is attached to the basement refurbishment project. Asked contractor to review cost of removal of termite damage as well.

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

Rachel Cocar: aye

Terry Dunphy: aye

Piper Grazulis: aye

Marcella Kiston: aye

Tracey Lawton: aye

Carol Linkowski: 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

Piper Grazulis: aye

Marcella Kiston: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion carried.

Committee Reports:

- ❖ **Finance and Budget:** none
- ❖ **Building and Grounds:** Marcella asked about an elevation from entering the building from the back door and expressed concern that it could cause someone to trip. Antony will investigate that.
- ❖ **Personnel and Salary:** none
- ❖ **By-laws, Policies, and Procedures:** none
- ❖ **Technology and Technology Resources:** none

Regular Calendar Business:

Approve calendar of board meeting dates for 2023. Rachel Cocar made a motion to approve the calendar of board meeting dates for 2023. Piper Grazulis seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Piper Grazulis: aye

Marcella Kiston: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

Approve the calendar of holiday closings for 2023. Marcella Kiston made a motion to approve the calendar of holiday closings for 2023. Tracey Lawton seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Piper Grazulis: aye

Marcella Kiston: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

Unfinished Business:

Consider and approve new language for Section 18 of the policy manual: Public Comments and Correspondence. Antony explained an earlier version of this policy change was presented at a previous meeting. Antony was able to reach out and receive guidance from the Attorney General's office. The Open Meetings Act is designed to make sure that government agencies do their business in the open. One of the requirements is that members of public can make comments at public meetings. Board is allowed to establish rules for public comment. Carol asked about the section asking public to identify themselves at meetings. Members of the public do not need to use their own name when making comment. This information was received from the Public Access Council. Tracey asked for confirmation regarding meeting minutes and how individuals are identified. Members of the public wishing to speak need only give a name they wish to be called, not necessarily their legal name. Carol Linkowski made a motion to approve the new language. Piper Grazulis seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Piper Grazulis: aye

Marcella Kiston: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

New Business: Consider and approve a proposal for purchase of photocopiers. The current photocopier supplier is SBM. The library is in year six of a five-year lease. Those pieces of equipment will no longer be supported in December. One of the copiers will need to be purchased by October because of the RTR grant which will cover the whole of the copier purchase. The second copier is the office copier. This purchase will be paid for by the other grant the library received earlier this month, the annual per capita grant. There are two proposals presented to the board. The Impact proposal was considered first. Tracey asked for clarification on the copier allowance which relate to the consumables which are still on the service contract. She also asked if the grant would cover the coin tower. Antony clarified that it would. The SBM proposal was considered second. The two proposals were fairly similar in the service and support offered through both contracts.

Marcella Kitson made a motion to approve the SBM proposal for purchase of two photocopiers listed on SBM;s report including the items listed on the second page, not including the disposal of other copiers. . Terry Dunphy seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Piper Grazulis: aye

Marcella Kitson: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion carried.

Consider and approve proposal from LFI for new DVD display furniture. Terry Dunphy made a motion to approve the proposal from LFI for the purchase of new DVD display furniture. Marcella Kitson seconded the motion.

Rachel Cocar: aye

Terry Dunphy: aye

Piper Grazulis: aye

Marcella Kiston: aye

Tracey Lawton: aye

Carol Linkowski: aye

The motion was carried.

Discussion of policy language regarding the display of library materials. Antony had been asked to do research into displays and materials included in displays during the previous meeting. Director Deter reached out to many area libraries to find display policies. Some options could include the policy committee can meet to start crafting language or Director Deter can work on something to then submit to the board for approval. Piper recommended adding the language from the Dunlap policy in section 1.

c. which states that items containing violent or explicit materials would not be included in the displays. Carol expressed interest in the Galesburg policy which encouraged public help in crafting displays. Director Deter will look into crafting a policy along with the by-laws, policies and procedures committee to develop a statement to present to the board at the next meeting. Piper asked if there could be a way to identify books with more explicit sexual content with a label. Antony explained that the labels used to identify Young Adult versus Adult graphic novels are different colors.

Other Business: None.

At 6:43pm Piper Grazulis made a motion to adjourn the meeting. The motion was seconded by Marcella Kitson. At 6:43pm, the meeting was adjourned.

Respectfully submitted,

Rachel Cocar, secretary