

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday January 9, 2023

In attendance: Director Antony Deter, Rachel Cocar, Terry Dunphy, Nikki Graff, Piper Grazulis, Nick Haws, Marcella Kitson, Tracey Lawton, and Connor Self

Absent: Kevin Marx

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

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

Citizens Present: Muriel Messer, Dori Coffey, Steve Casey

Citizens' Comments: The following letters were read as submitted.

A letter from Sarah Bingaman supporting the work of the library and its selection of literature was read.

A letter from Victoria Bowers supporting the library staff and against the banning of books was read.

Trustee's Comment: Piper Grazulis asked about the status of the parenting section. Nick Haws wanted to congratulate Director Deter on his work on the grant and his hard work on that.

Approval of the Minutes: Nick made the correction of adding the date (November 14, 2022) to the minutes rather than just November 2022. Nick Haws made a motion to approve the December 12, 2022 minutes as presented. Nikki Graff seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Marcella Kitson: abstain

Tracey Lawton: aye

Connor Self: abstain

Rachel Cocar: aye

The motion was carried.

President's Report: President Lawton stated she would have comment later in the meeting.

Director's Report: Director Deter responded to Piper's request for discussion of the parenting section by sharing with the board an email he had previously sent to Piper in response to her request. Director Deter highlighted a few points from his report. The DVD shelving has arrived and looks wonderful. Director Deter asked if there were any further questions from the board. There were none.

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

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Connor Self: aye

Rachel Cocar: aye

The motion was carried.

Invoices and Expenditures: Connor Self made a motion to ratify the invoices and expenditures and Marcella Kitson seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Marcella Kiston: aye

Tracey Lawton: aye

Connor Self: aye

Rachel Cocar: aye

The motion carried.

Committee Reports:

- ❖ **Finance and Budget:** The committee met on January 3, 2023 and discussed the budget for FY 2023/24 which will be presented later in the meeting.
- ❖ **Building and Grounds:** none
- ❖ **Personnel and Salary:** none
- ❖ **By-laws, Policies, and Procedures:** Committee met and went over the succession plan. This will be discussed later in the meeting.
- ❖ **Technology and Technology Resources:** none

Regular Calendar Business: Consider and approve a budget for fiscal year 2023/24. Director Deter went over the proposed budget for FY 2023/24. Marcella Kitson made a motion to approve the budget for the FY 2023/23 Piper Grazulis seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Connor Self: aye

Rachel Cocar: aye

The motion carried.

Unfinished Business: None

New Business: Consider and approve motion to amend the FY 2022/23 budget Natural Gas line item. Connor Self made the resolution to increase the budgeted amounts for revenue line 15-001-4910 Interest income by \$2,000 to \$2,500 and for expense line 15-410-5610 for Natural Gas by \$2,000 to \$4,000. Piper Grazulis seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Connor Self: aye

Rachel Cocar: aye

The motion carried.

Consider and approve adoption of the Director Succession Plan. Director Deter explained the process for developing the Director Succession Plan. This plan covers various possibilities including the hiring of an interim director, acting director or permanent director. Director Deter also included an appendix to the plan that is helpful information but not necessarily required to be included in the plan. Nick Haws made a motion to approve the Director Succession Plan as presented and Marcella Kitson seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Marcella Kitson: aye

Tracey Lawton: aye

Connor Self: aye

Rachel Cocar: aye

The motion carried.

Other Business: None

At 7:05pm Nick Haws made a motion to adjourn the meeting. The motion was seconded by Terry Dunphy. The meeting was adjourned at 7:05pm.

Respectfully submitted,

Rachel Cocar, secretary