

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday February 13, 2023

In attendance: Director Antony Deter, Rachel Cocar, Terry Dunphy, Nikki Graff, Nick Haws, Tracey Lawton, and Kevin Marx

Absent: Piper Grazulis, Marcella Kitson, Connor Self

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

President Lawton called the meeting to order at 5:30pm. President Lawton clarified that public comment should relate to items on the agenda or pertaining to the business of the library.

Citizens Present: Tom Houck, Cindy Hatch, Victoria Bowers, Muriel Messer, Dori Coffey

Citizens' Comments: A letter was submitted and read from Stephanie Payne in support of library staff having the freedom to select books for all people.

Public meeting for the purpose of providing general information to the public regarding the proposed Dixon Public Library Lower Level Refurbishment project. Director Deter presented information regarding the refurbishment project and invited Tom Houck from Willett Hoffman. The public meeting is required as a part of the grant received to help fund the refurbishment project. Some of the purposes of this project include expanding the programmatic space, and to abate asbestos and lead paint. Members of the public were given the opportunity to ask questions. A public comment was made that the lead and asbestos abatement were clearly necessary, and another was made in support of the project.

Trustees' Comment: None

Approval of the Minutes: Nick Haws made a motion to approve the January 9, 2023 minutes as presented. Terry Dunphy seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: abstain

Rachel Cocar: aye

The motion was carried.

President's Report: None

Director's Report: Director Deter shared his written report. He highlighted a few items within this report. He clarified that the board decided in December to not overturn Director Deter's decision to retain "It's Perfectly Normal" within the library collection. He reminded the board that Nick Haws did ask for Director Deter to explore the possibility of creating a parenting collection. He then clarified that

he had responded to Piper's request for an update at the January board meeting. He has researched over 2,000 titles to be added to the collection. Director Deter stated that the books have been purchased and will be labeled with a special label to indicate they are in the parenting section. The parenting collection has been put in the youth library in the northwest corner, right above shelves where textbooks have been stored. Director Deter will monitor how the collection circulates. He also included books that are in the library already and re-assigned them for the parenting collection. Kevin Marx asked questions about the clearing out process for the books that are discarded in order to make space for the refurbishment project. Kevin shared a concern about the potential for moving to an outside space for the used books.

Treasurer's Report: Approval of Trust Fund Bills and Expenditures. Kevin Marx made a motion to approve the treasurer's report as submitted. Nikki Graff seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Rachel Cocar: aye

The motion was carried.

Invoices and Expenditures: Nick Haws made a motion to ratify the invoices and expenditures and Kevin Marx seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Rachel Cocar: 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 motion to amend the FY 2023/24 budget: Reduce the Restricted Fund balance and increase the Small Equipment/Tools line items. Director Deter included an explanatory note with the board packet detailing the reason for this change. Last year the library received money to purchase two new copiers. Because the library was unable to purchase them last year, we now need to demonstrate that the money was redirected to the operating fund. This money will be used to purchase new furniture for the youth library and some cabinets for the microfilms.

Rachel Cocar made a motion to reduce 15-000-3100 Restricted Fund Balance by \$9,125.92 and increase 15-410-5440 Small Equipment/Tools by \$9,125.92. Nikki Graff seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Rachel Cocar: aye

The motion carried.

Consider and approve a resolution to amend the FY 23/24 budget to include the receipt of federal grant, transfer in, and expected costs of Lower Level Refurbishment Project. Director Deter was speaking with the city's finance director about this process and she stated that this grant funding needs to be included in the operating budget.

Rachel Cocar made a motion to approve a resolution to amend the FY 2023/24 budget by increasing the revenue lines 15-001-4360 Federal Grant Revenue from \$0 to \$210,000 and 15-500-7100 Transfers in from \$45,000 to \$438,000, and by increasing the expense line 15-410-6300 Building Capital from \$0 to \$603,000. Nick Haws seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Rachel Cocar: aye

The motion carried.

Consider and approve a lease for two rooms at the Eells Building. The board decided to table this agenda item until next month until more information can be gathered.

Consider and approve a proposal regarding carpeting of the 1900 portion of the adult library. Director Deter chose the older part of the building to work on carpet because it will include more labor-intensive work and the carpet is in worse condition on that side of the main floor. After much discussion, it was decided to ask Boss to update their quote and then come back at the next meeting to decide.

Consider and approve a proposal from Distinctive Gardens to complete landscaping work on the southwest corner of the library property. Director Deter explained that a few years ago Distinctive Gardens built a limestone wall to mitigate some water issues. The proposal is to continue to stone wall and then replace the embankment area with stone steps. The embankment would be covered with low maintenance ground cover. Nick Haws made a motion to approve the proposal from Distinctive Gardens. Kevin Marx seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Rachel Cocar: aye

The motion was carried.

Consider and approve closing the library on Saturday June 24, 2023, to allow staff to attend the ALA conference in Chicago. Nick Haws made a motion to approve the closing of the library on Saturday June 24, 2023 to allow staff to attend the ALA conference in Chicago. Rachel Cocar seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Rachel Cocar: aye

The motion was carried.

Other Business: None

At 7:37pm Tracey Lawnton made a motion to adjourn the meeting. The motion was seconded by Nick Haws. The meeting was adjourned at 7:37pm.

Respectfully submitted,

Rachel Cocar, secretary