

MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday, December 11, 2017

In attendance: Director Antony Deter, Peter Shaw, Glen Hughes, Terry Dunphy, Barb Coss, Carol Linkowski and Tracey Lawton

Absent: David Badger, Rachel Cocar, and Marcella Kitson

Meeting Location: TAD Room on the lower level of the Dixon Public Library

President Glen Hughes called the meeting to order at 5:35 pm

Citizens Present: There were no citizens present

Citizen's Comments: There were no citizen's written or emailed comments.

Trustee's Comments: There were no Trustee's comments

Approval of the Minutes: Peter Shaw made a motion to approve the November Meeting Minutes of the Dixon Public Library Board of Trustees as presented. Terry Dunphy seconded the motion, and the motion was approved.

President's Report:

Director's Report: Director Deter got a revenue projection on the corporate replacement. The director asked to meet with the budget committee in regards to this. Paula projects for this initial year \$468,000 and it should come in at \$501,000 for real estate taxes. Because of this more money can be put into building and repair for the budget. In addition, the elevator project is due to have contractors to put in the HVAC system on Dec. 12.

The Director reported that 25% of our collection is less than 2 ½ years old. This is from a combination of purchases and weeding books. Adult fiction is currently being weeded with books that haven't been checked out in 5 years. The current total is 1,100 books.

Treasurer's Report: The Ethel Sinow fund was moved from a general special fund to a book fund.

A motion to approve the trust funds report as presented was made by Barb Coss. The motion was seconded by Peter Shaw

Glen Hughes: aye

Peter Shaw: aye

Terry Dunphy: aye

Barb Coss: aye

Carol Linkowski: aye

Tracey Lawton: aye

The motion passed unanimously.

Invoices and Expenditures: Reminder that the \$3763.83 was for the replacement for the motherboard for the fire alarm.

A motion was made by Carol Linkowski to ratify the Invoice and Expenditures for November as presented and seconded by Terry Dunphy

Glen Hughes: aye

Peter Shaw: aye

Terry Dunphy: aye

Barb Coss: aye

Carol Linkowski: aye

Tracey Lawton: aye

The motion passed unanimously.

Capital Plan: A spreadsheet was given to indicate finished projects, current projects and pending projects. The areas that are gray on the spreadsheet have been completed. Highlights include:

- Youth department display shelving is on hold because of personnel change. It will be looked at in the new year.
- The phone system was signed last month and a meeting is scheduled with the company to get everything ready. The change should be complete by the end of January.
- The window well is on hold until the Director speaks to various people and the work may be moved to the next year.
- The traffic cameras are in, counting about 112 people per day. The data will be included beginning next month with the circulation reports.
- All of the furniture for the new office space is in; however, there are some problems with the walls.
- Three computers have been replaced.
- Emergency signs and lighting are complete and working.
- The landscaping is waiting for the spring.
- The painting is complete, but the director would like to use some contractual money to finish painting some of the other office space.

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**

Unfinished Business:

- ❖ Glen Hughes asked about our orientation for new trustees. Director Deter has met with all new members of the board and handed them a copy of the Trustee Fact File. Glen Hughes suggested more of an outline to be able to go over with new trustees. Director Deter will put something together and send it out so it can be discussed at the next meeting.
- ❖ Page 15: conduct an annual audit of minutes does not apply to the library because it is not a district
- ❖ Review of liability insurance coverage annually. Terry is covered under a bond as the treasurer; however, the Director will talk to Paula about the coverage for everyone.
- ❖ Page 18 Double checking that all trustees and employees have received copies and updates of the policy manual
- ❖ The bylaws are the only documents that have not been reviewed in the past three years.
- ❖ Questions about what should be added to the policies public relations/media, interlibrary loans/cooperations, continuing education for trustees and staff, special services: braille, bilingual, monetary gifts. Rob LeSage has given specific instructions about monetary gifts that could be added to policy.

New Business:

- Purchase of furniture for Capital Improvement: Glen Hughes wanted clarification about what level approvals needed to be made by the Board. Specifically, should expenditures be automatically approved because the capital plan was approved by the Board. Carol Linkowski believed that as long as there was no need to transfer money from one fund to another, the Director should be able to make purchases for the Capital Improvement Plan without the Board's specific approval. Director Deter did explain that if there was a problem or something went over budget then he would come to the Board. With this discussion, item 12a on the agenda was therefore already approved.
- There has been a pattern of patrons checking out materials, being fined, and not paying the fine and because of this, not coming back. Because of this Director Deter feels that several parts of the loan/fee policy should be cleaned up.
- Carol suggested to first focus on what our lending policy is going to be and then look at other policies to flow with that.
- Collections for materials vary. Some local libraries pursue fines and others don't using collection agencies. Unique Management is a collection agency that charges \$8.95 per account that they are asked to collect. Byron uses Unique and only sends people to collections who are missing over \$50 worth of materials, not fines. Director is currently getting quotes from collection agencies to possibly use them.
- A 'We Want You Back' campaign was suggested by Peter Shaw.
- The director will break down the current collectible fines. Lost materials vs overdue
- Antony Deter will bring section 6 as possible action item.

At 7:22 pm, Peter Shaw made a motion to adjourn with Terry Dunphy seconding the motion. The meeting was adjourned at 7:23 pm.

Respectfully Submitted,
Tracey Lawton, Secretary