

**MEETING MINUTES OF THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES**

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**Monday September 9, 2024**

**In attendance:** Director Christina Keasler, Rachel Cocar, Nikki Graff, Piper Grazulis, Nick Haws, Tracey Lawton, Kevin Marx, and Connor Self.

**Absent:** Terry Dunphy, Marcella Kitson

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

**CALL TO ORDER**

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

**ROLL CALL**

**AUDIENCE PARTICIPATION**

**Citizens Present:** Ashley Richter, Mike Smith

**Citizens' Comment:** Presentation from Ashley Richter from United Way discussing mini food center. Ashley Richter and Mike Smith, United Way treasurer, presented an opportunity from Ogle County Health Department to provide a mini food center for the community. The small wooden shelter would house a refrigerator and shelving for dry goods. Food items would be stocked weekly for community to take as needed. United Way would like to house the unit on library property. They will get more information and report back to the board at a later date. Looking toward spring as a possible start time.

**APPROVAL OF MINUTES:** Approval of minutes of the August 12, 2024.

Minutes were changed to reflect that Nick Haws made the motion to go into Executive Session, not Piper Grazulis. Nick Haws made a motion to approve the August 12, 2024, minutes as amended. Kevin Marx seconded the motion. A voice vote was taken. There were 5 aye votes, 0 no votes, and 2 abstentions. The motion was carried.

**COMMUNICATIONS – None**

**DIRECTOR'S REPORT –** Director Keasler presented her report as included in the packet. Discussion ensued about possible changes to the architecture plan for the remodel. Director Keasler will follow up with architect and share new plans and budget with board members soon.

**OFFICERS' REPORT AND COMMITTEE REPORTS –**

**President's Report:** Addressed in committee reports.

**Committee Reports:**

- ❖ **Finance and Budget:** CD renewals have been signed and updated.
- ❖ **Building and Grounds:** Group will meet to discuss possible changes to remodel plan.
- ❖ **Personnel and Salary:** Committee met on 9/5/24. Director evaluation was discussed. Different tools are being assessed.

❖ **By-laws, Policies, and Procedures:** none

❖ **Technology and Technology Resources:** none

#### **FINANCIAL REPORTS**

a. Tracey Lawton made a motion to approve the treasurer's report from August 2024 as presented. Nick Haws seconded the motion.

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

Rachel Cocar: aye

The motion carried.

b. Tracey Lawton made a motion to approve the Review of Bills for August 2024. Connor Self seconded the motion.

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

Rachel Cocar: aye

The motion was carried.

c. Nick Haws made a motion to approve the Financial Statements from August 2024 as presented. Piper Grazulis seconded the motion.

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

Rachel Cocar: aye

The motion was carried.

**Unfinished Business:** None

**New Business:** Review updated Patron Code of Conduct Policy

An updated Patron Code of Conduct was presented. It was decided that it will be edited per board members' input and presented for approval at the October meeting.

Review updated Staff Customer Service Standards Policy

An updated Staff Customer Service Standards Policy was presented. It was decided that the current employee handbook would be helpful to have for comparison. The policy will be revised by Director Keasler per board request.

Review Chapter 13: Marketing, Promotion, and Collaboration from *Serving our Public 4.0*

Director Keasler gave an overview of the ways the library is currently meeting the standards listed in Chapter 13.

**Executive Session:** Rachel Cocar made a motion that the Regular Board of Trustees Meeting of Monday, August 12, 2024, meet in Executive Session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees pursuant to Section 2(c)(1) of the Open Meetings Act. Nikki Graff seconded the motion.

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

Rachel Cocar: aye

The motion was carried.

At 8:23 pm Nick Haws made a motion to return to open session. The motion was seconded by Tracey Lawton.

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

Rachel Cocar: aye

**ANNOUNCEMENTS** – Next regular meeting: October 14, 2024.

**REMINDERS** – none

**ADJOURNMENT**

At 8:24pm, Tracey Lawton made a motion to adjourn the meeting. The motion was seconded by Piper Grazulis. Meeting was adjourned at 8:24pm.

Respectfully submitted,

Rachel Cocar, secretary