

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

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**Monday December 9, 2024**

**In attendance:** Terry Dunphy, Nikki Graff, Piper, Grazulis, Nick Haws, Tracey Lawton, Kevin Marx, and Connor Self.

**Absent:** Director Keasler, Rachel Cocar, 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:** None

**Citizens' Comment:** None

**APPROVAL OF MINUTES:** Approval of minutes of the October 23, 2024 Special meeting.

Nick Haws made a motion to approve October 23, 2024, minutes as presented. Terry Dunphy seconded the motion. A voice vote was taken. There were 7 aye votes, 0 no votes, and 0 abstentions. The motion was carried.

**COMMUNICATIONS** – none

**DIRECTOR'S REPORT** – Mary McPherson was at the meeting as interim director. The Library had a booth at the Scarecrow Festival which was successful as was the children's department's Trick or Trunk. Additionally, this is the first year that the Library participated in Toys for Tots. Some concerns were made about the new website, so Nick Haws has offered to meet with Shelley Franz to go over the website to update and personalize it more.

### **OFFICERS' REPORT AND COMMITTEE REPORTS** –

**President's Report:** Kevin Marx spoke about how the day to day running of the Library and operations are going with input from Interim Director Mary McPherson. It was discovered that many periodicals have not been renewed, but Mary will contact the companies to reinstate them. Additionally, the Library has not been charged for the Chicago Tribune for three years. A budget amendment will have to be made next month to pay the bill.

### **FINANCIAL REPORTS**

- a. Piper Grazulis made a motion to renew CD#2641 for a new 9 month term at the rate of 3.75% at Community State Bank. Nick Haws seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was passed

- b. Nick Haws made a motion to approve the treasurer's report from October 2024 and November 2024 as presented. Connor Self seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion carried.

- c. Connor Self made a motion to approve the Review of Bills for October 2024 and November 2024. Nikki Graff seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

- d. Tracey Lawton made a motion to approve the Financial Statements from October 2024 and November 2024 as presented. Nick Haws seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was 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**

#### **Unfinished Business:**

- Interim Management Plan: There were no real concerns or questions about the current management plan as the Director is on FMLA.
- Internet provider update: Previously the Director mentioned changing Internet providers to Surf Internet; however, after some research by Kevin Marx, it was realized that Surf does not operate downtown so the Library will continue with Comcast. Kevin Marx said that moving forward he would like to look at options to save money. It was agreed by the Board to table this for the month so Nick Haws can look into different options.
- Building maintenance issues: As several issues have come up with various mechanics of the building, Kevin Marx would like to look at getting a contract for building maintenance, possibly with the city.
- Fire alarm: The Johnson Controls' report from July stated that the batteries in the fire alarm were not working properly. After some investigating by Kevin Marx, it was found that they were never changed. He contacted a company called Helm and they will be coming to replace the batteries so the library is in compliance.
- The current certificate in the elevator has expired. The elevator inspection was done in July, but the steps to get a new certificate were not done. The steps are currently being followed through so there will be a new certificate for the elevator.
- The Board agreed that it would like Willett Hofmann to move forward with the building plans for the lower level with the addition of a hallway to get to the new section from the youth area.

#### **New Business:**

- Holiday Schedule for 2025

HOLIDAYS - YEAR 2025		
* see notes *		
New Year's Day	Wednesday	Jan 1
Martin Luther King Day	Monday	Jan 20
Presidents' Day	Monday	Feb 17
Memorial Day	Monday	May 26
Juneteenth	Thursday	Jun 19
Independence Day	Friday	Jul 4
Labor Day	Monday	Sep 1
Veterans' Day	Tuesday	Nov 11
Thanksgiving Eve * open 9 - 5	Wednesday	Nov 26
Thanksgiving	Thursday	Nov 27
day after Thanksgiving	Friday	Nov 28
Christmas Eve	Wednesday	Dec 24
Christmas Day	Thursday	Dec 25
New Year's Eve * open 9 - 5	Wednesday	Dec 31

Piper Grazulis made a motion to accept the holiday schedule for 2025. Nick Haws seconded the motion.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion passed

- 2025 Regular Library Board Meetings

MEETINGS - YEAR 2025
Library Board of Trustees
Mondays at 5:30 pm
January 13
February 10
March 10
April 14
May 12
June 9
July 14
August 11
September 8
October 13
November 10
December 8

Nikki Graff made a motion to accept the 2025 meeting dates for the Library Board. Terry Dunphy seconded it.

Terry Dunphy: aye

Nikki Graff: aye

Piper Grazulis: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion passed

**ANNOUNCEMENTS** – Next regular meeting: January 13, 2025.

**REMINDERS** – none

**ADJOURNMENT**

At 6:42, Nick Haws made a motion to adjourn the meeting. The motion was seconded by Piper Grazulis. The meeting was adjourned at 6:42pm.

Respectfully submitted,

Tracey Lawton, secretary substitute