

Minutes of
Jan 13, 2025
Meeting

MEETING MINUTES FOR THE DIXON PUBLIC LIBRARY BOARD OF TRUSTEES

Monday January 13, 2025

In attendance: Rachel Cocar, Nikki Graff, Nick Haws, Tracey Lawton, Kevin Marx, Connor Self, and Interim Director Mary McPherson.

Absent: Terry Dunphy, Piper Grazulis, Marcella Kitson

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

CALL TO ORDER

President Marx called the meeting to order at 5:31pm.

ROLL CALL

AUDIENCE PARTICIPATION

Citizens Present: None

Citizens' Comments: None

APPROVAL OF MINUTES: Approval of minutes of the December 9, 2024 meeting.

Connor Self made a motion to approve the minutes from the December meeting as presented. Nick Haws seconded the motion. A voice vote was taken. There were 5 aye votes, 0 no votes, and 1 abstention. The motion was carried.

COMMUNICATIONS – None

DIRECTOR'S REPORT – Mary McPherson presented a plan to cover staffing issues during an upcoming medical leave. Interim Director McPherson answered questions for the board regarding the plan.

BOARD PRESIDENT'S REPORT – President Marx presented his report. There has been an adjustment to the PTO Policy that has presented some challenges to tracking of PTO hours. President Marx suggested that the Personnel Committee meet to discuss this and then present to the board a recommended plan moving forward.

Staff Recognitions were discussed. Personnel committee will meet to discuss this.

The library is applying for a grant to develop an outdoor area that will include a music garden outside the back of the building.

Various unfinished projects were discussed.

Damage to exterior of the library building was discussed.

FINANCIAL REPORTS

- a. Treasurer's Report for December 2024, including authorization for replacement of expiring CD

Tracey Lawton made a motion to accept the Treasurer's Report for December 2024, including the authorization of expiring CD. Connor Self seconded the motion.

Rachel Cocar: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

- b. Review of Bills for December 2024

Tracey Lawton made a motion to approve the bills for December 2024. Nikki Graff seconded the motion.

Rachel Cocar: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion carried.

- c. Approval of Financial Statements for December 2024

Tracey Lawton made a motion to approve the financial statements for December 2024. Nick Haws seconded the motion.

Rachel Cocar: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

At 6:34pm, Nick Haws made a motion that the Regular Board of Trustees Meeting of Monday, January 13, 2025, 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. Connor Self seconded the motion. A roll call vote was taken.

Rachel Cocar: aye

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Kevin Marx: aye

Connor Self: aye

The motion was carried.

At 7:06pm the board returned to open session.

STANDING COMMITTEE REPORTS

- ❖ **Finance and Budget:** None
- ❖ **Building and Grounds:** Lower Level Remodeling update – See Unfinished Business
- ❖ **Personnel and Salary:** Committee will set a future meeting date
- ❖ **By-laws, Policies, and Procedures:** None
- ❖ **Technology and Technology Resources:** Website update – see Unfinished Business

REGULAR CALENDAR BUSINESS – None

UNFINISHED BUSINESS

- a. Interim Management Plan including Executive Session if needed
- b. Website Utility Enhancement Efforts

Nick Haws discussed website updates that he has been working on with library staff. Nick also gave an update regarding the E-Rate program.

- c. Lower Level Remodeling Project – architect is still willing to work on the project. Building and Grounds Committee will meet to discuss updates.

NEW BUSINESS

OTHER BUSINESS – Nick Haws brought up Illinois State Certification which is due by March 31, 2025.

ANNOUNCEMENTS – Next Meeting: Monday February 10, 2025

ADJOURNMENT

At 7:20pm Tracey Lawton made a motion to adjourn the meeting. Nikki Graff seconded the motion. At 7:21pm the meeting was adjourned.