

Dunlap Public Library District

Regular Board Meeting

22 August 2022, 6:00 PM

1) Call to Order/Roll Call

- a) President M. Nelson called the meeting to order of the Dunlap Public Library Board of Trustees at 6:04 PM in the meeting room.
- b) The following members were present:
 - i) Mary Nelson, Ron Holohan, Jim Emanuels, Bonnie Windsor, Tracy Keyster, and Angie Dhall
 - ii) Present Also: Laura Keyes-Kaplafka, Dunlap Public Library District Director
- c) Absent:
 - i) Brian Puetz
 - ii) Guest(s) Present: None

2) Public Comment- None

3) Consent Agenda

- a) Departmental Reports
- b) Approval of 25 July 2022 Minutes
- c) Policy on Public Participation at Board Meetings
- d) Entered into the Record by Consent Agenda (25 July 2022 Regular Meeting Minutes, 25 July 2022 Closed Session Minutes)

4) Finances

- a) Treasurer's Report by R. Holohan
Regarding the May 31, 2022 accounting reports:
 - i) DPLD Balance Sheet
 - (1) Total assets of \$3,048,243.08 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. In August 2021, we reported assets of \$3, 041,780.02.
 - (2) Our budget projects a tax revenue of \$699,300.13. Of this amount \$395,051.09 has been received or 56.5%.
 - (a) R. Holohan reported that the Library district had received a notice informing the district that the tax revenue will be an amount less at \$694,628.54 rather than the previously given amount.
 - ii) DPLD Budget
 - (1) Our overall expenditures this first month of the FY2022-23 budget are close to the anticipated 8.3%. Areas in which expenses are significantly running ahead are legal fees (53.88% expended) and Board/Staff Development, both of which could be expected.
- b) Consideration of Financial Matters
 - i) Director Keyes-Kaplafka reported and provided a written report concerning questions about Line 510-Mileage and Line 616.3 Maintenance Wages with the library's accountant.
 - (1) Mileage was due to more than expected travel by staff. It was underbudgeted for FY22. Also delay in staff turning in paperwork for reimbursement.

- (a) Maintenance Wage issue was due to the position of garden worker being overbudgeted in FY2021 but not working as many hours as expected. Paychecks for April -June 2022 were not being taken out of the Maintenance Wage Line. Library accountant will re-classify the April-June paychecks, which will change some line item totals from FY2021-22.

5) **Director's Report**

a) *Administration/Community*

- i) Village of Dunlap – newly acquired property
 - (1) Director Keyes-Kaplafka spoke with Dale Bishop from the Village concerning the property. The plan is to use the property for storage, and it will fill up very quickly.
- ii) WMBD – 10pm Broadcast- There will be a story reporting about all the youth programming and activities happening at the library.
- iii) Staff trained on our new website
- iv) Congressman LaHood- representative from Mr. LaHood's office came in to speak with constituents about any concerns they had.

b) *Facilities, etc.*

- i) Irrigation System Testing
- ii) New security cameras installed- covered computers and DVD area
- iii) Lock on glass interior front door
- iv) Meeting Room doors repaired
- v) Meeting Room available for use on 1 September to community organizations
- vi) South wall windows- are leaking due to varnish and paint rubbing off and will need to be replaced in the future

c) *RAILS / RSA / State Library*

- i) Director's University 2.0- made many connections with other directors
- ii) IPLAR- eighty percent done at this time. Waiting for numbers from library accountant.
- iii) Hosted Burnout Prevention Workshop (29 July)
- iv) Change in Delivery- Inter-Library Loan materials delivery has changed. Lack of training of the delivery personnel from RAILS was causing the alarm system to go off.

d) *Personnel*

- i) Employee Assistance Program- learned about at Director's University 2.0 about looking into the well-being of staff
- ii) Sophia and Kevin- left for college
- iii) All-Staff Meeting (8 August)- Security and how to approach patrons was discussed in a presentation by Brandon Stokes from Champaign.

e) *Upcoming Dates to keep in mind:*

- i) 30 August – Auditor on site
- ii) 15 September – Special Board Meeting (6pm)
- iii) 26 September – In-person Focus Groups
- iv) 7 October (Day off)
- v) 12-14 October – Iowa Library Association Conference (away from Library)

f) *Circulation & Programming Statistics*

- i) Addition of FY2022 Database Statistics
 - (1) Director Keyes-Kaplafka presented statistics concerning the databases provided to the Library's patrons.
 - (a) ABC Mouse and MasterFILE are free

- (b) Trustees asked if these databases are promoted in newsletters, websites, and/or library
 - (i) Databases during the initial shutdown for Covid were promoted in the newsletters
 - (ii) J. Emanuels asked to include on the spreadsheet two columns listing the renewable date and cost
- (2) Director Keyes-Kaplafka will bring back an updated report in Spring 2023 to have a discussion concerning the databases since we are spending funds o databases that are not being utilized by library patrons
- ii) See below in Attachments

6) Unfinished Business

- a) Strategic Planning Discussion
 - i) Strategic Planning Team includes Director Keyes-Kaplafka, Kelly Kerckhove, Amy Edgar, Tracy Keyster, and Jim Emanuels
 - ii) The Dunlap Public Library District Community Survey will be launching at Dunlap Days on August 25, 2022.
 - (1) It will run for a month on Survey Monkey.
 - (2) It will shared via library website, newsletter, social media, email blasts, etc.
 - (a) Postcard will be mailed out next week
 - iii) Various staff and Trustees will be manning the tables at the Dunlap Days to assist the community
 - iv) J. Emanuels made a motion to approve the Dunlap Public Library District Community Survey as presented. R. Holohan seconded the motion. Motion passed unanimously.
- b) FY2022 Minute Audit Report
 - i) The Committee on Audit of Minutes for FY2022 Minutes, which included Mary Nelson and Bonnie Windsor, put forth their recommendations of corrections to FY2022 Meeting Minutes.
 - (1) Review of Closed Meeting Minutes
 - (a) The committee recommended keeping closed the following minutes:
 - August 24, 2009, January 7, 2019, November 23, 2020, May 23, 2022, June 6, 2022, and June 27, 2022
 - (b) A. Dhall made a motion to approve the minute audit as presented by the Audit Committee. J. Emanuels seconded motion. Motion passed unanimously.
 - ii) A. Dhall presented to the Board a spreadsheet of recordings on the Sony ICD-AX412. These recordings are of Closed Meeting Sessions. A. Dhall and Director Keyes-Kaplafka are working to determine if there are written minutes needing to be completed for any of these recordings.

7) New Business

- a) Building & Maintenance Ordinance- Approve again
 - i) Due to a delay in getting the ordinance published in the thirty-day window, the Building and Maintenance Ordinance needs to be approved.
 - (1) Director Keyes-Kaplafka consulted with Phil Lenzini, Library District Attorney
 - ii) T. Keyster made a motion to reapprove the *BUILDING AND MAINTENANCE ORDINANCE NO. 2022-2023-01*. J. Emanuels seconded motion. Motion passed unanimously.
 - Ayes- 6 Nayas-0 Absent-1 Abstain-0

- b) Budget & Appropriations Ordinance- Approve
 - i) FYI- appropriations means we may be spending this money
 - ii) R. Holohan asked about risk management and loss control program
 - (1) Comes out of tort because it is loss prevention
 - (2) R. Holohan made a motion approve the *Budget and Appropriations Ordinance 2022-2023-02*. T. Keyster seconded motion. Motion passed unanimously.
Ayes- 6 Nays-0 Absent-1 Abstain-0

- c) FOIA Policy- Review and Approve
 - i) Director Keyes-Kaplafka presented an updated FOIA Policy.
 - (1) A. Dhall moved to approve the *FOIA Policy* with changes recommended. J. Emanuels seconded motion. Discussion. Motion passed unanimously.

- d) Special Reserve Fund Policy- Review
 - i) Director Keyes-Kaplafka presented an updated Special Reserve Fund Policy.
 - ii) Trustees reviewed the policy.
 - (1) B. Windsor made a motion to approve the *Special Reserve Fund Policy* as presented. R. Holohan seconded motion. Discussion. Motion passed unanimously.

- e) Investment of Public Funds Policy-Review
 - i) Director Keyes-Kaplafka presented an updated Investment of Public Funds Policy.
 - ii) Trustees reviewed the policy.
 - (1) B. Windsor made a motion to approve the *Investment of Public Funds Policy* as presented. J. Emanuels seconded motion. Motion passed unanimously.

- f) Meeting Room Policy-Review and Approve
 - i) Director Keyes-Kaplafka presented an updated Meeting Room Policy.
 - ii) Trustees reviewed the policy.
 - (1) J. Emanuels made a motion to approve the *Meeting Room Policy* as presented. T. Keyster seconded motion. Motion passed unanimously.

- g) Patron Conduct Policy- Review and Approve
 - i) Director Keyes-Kaplafka presented an updated Patron Conduct Policy.
 - ii) Trustees reviewed the policy.
 - (1) Questions concerning new verbiage.
 - (a) Director Keyes-Kaplafka will discuss the new verbiage with the Library District's attorney.
 - iii) Tabled.

8) Announcements

- a) Special Board Meeting- 15 September at 6:00 PM
 - i) Strategic Planning
- b) Next Regular Board Meeting -26 September at 6:00 PM
 - i) President M. Nelson asked J. Emanuels to step in to run 26 September meeting as she will be absent.

9) Adjournment

- a) A. Dhall made a motion for adjournment. T. Keyster seconded motion. Motion passed unanimously. Meeting adjourned at 7:33 PM.

Respectfully submitted by Angie Dhall, Trustee Secretary

Attachments:

Adult Department	Program Attendance FY 2023 (In Person)		Program Attendance FY 2023 (Virtual)		Young Adult Department	Program Attendance FY 2023 (In Person)		Program Attendance FY 2023 (Virtual)		Youth Department	Program Attendance FY 2023 (In Person)		Program Attendance FY 2023 (Virtual)	
	Attendance	Programs	Attendance	Programs		Attendance	Programs	Attendance	Programs		Attendance	Programs	Attendance	Programs
July	966	19	103	24	July	12	1	0	2	July	616	26	0	0
August					August					August				
September					September					September				
October					October					October				
November					November					November				
December					December					December				
January					January					January				
February					February					February				
March					March					March				
April					April					April				
May					May					May				
June					June					June				
Total	966	19	103	24	Total	12	1	0	2	Total	616	26	0	0

Circulation FY2023	Physical Items	Electronic Items TOTAL	Overdrive Items	Axis 360 Items	Hoopla Items
July	7,894	899	445	217	237
August		0			
September		0			
October		0			
November		0			
December		0			
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
Total	7,894	899	445	217	237