

## Dunlap Public Library District

### Regular Board Meeting

August 23, 2021 at 6 PM

#### 1. Call to Order/Roll Call

President Brian Puetz called the meeting to order at 6:00 PM.

*Present*

Brian Puetz

Mary Nelson

Ron Holohan

Bonnie Windsor

Tracy Keyster

Angie Dhall

Director Laura Keyes-Kaplafka

*Absent*

Jim Emanuels

*Guest via Microsoft Team:*

Andrew Ritschel, SORA joined at 6:07 -6:30.

#### 2. Public Comment-None

#### 3. Trustee Training

##### a. Microsoft Teams/SharePoint

- i. Mr. Andrew Ritschel from SORA demonstrated to the Board how to use SharePoint (Cloud collaborative tool).
- ii. Discussions concerning privacy considerations, privileged and secured communications, and legal permissions.
- iii. Director Keyes-Kaplafka will schedule a meeting/training with SORA to give assistance to any Trustee requiring it.
- iv. Director Keyes-Kaplafka will email a link to SharePoint to Trustees.

#### 4. Consent Agenda

- a. Approval of Minutes
- b. Departmental Reports
- c. Consent Agenda entered into the record.

#### 5. Finances

##### a. Treasurer's Report

##### i. Regarding the July 21, 2021 accounting reports:

##### 1. DPLD Balance Sheet

- a. Total assets of \$3,041,780.02 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured.

##### 2. DPLD Budget

- a. FY2021-2022 budgeted income is \$679,077.77. As of July 21, we have received \$370,598.10 or about half that amount.
- b. FY2021-2022 expected income (excluding Bonds & Interest receipts) is \$497,107.10.
- c. FY2021-2022 expense: as of July 21, we have expended \$63,831.68 or 10.45% of the \$611,046.51 that has been budgeted for the annual operational budget.
- d. Over this next month, we anticipate moving funds from various accounts to the corporate account.

3. PLD Budget Detail- No additional comments

- b. Consideration of Financial Matters
  - i. Director Keyes-Kaplafka reported that the auditor will be on site and a report will be ready for the September meeting.

**6. Director's Report**

- a. Administration/Community
  - i. President & Mrs. Lincoln at Wheels O' Time – 115 attendees!
  - ii. SRP Survey Responses- was presented by Director Keyes-Kaplafka and reviewed by the Board
- b. Collection, etc.
  - i. August Amnesty update
- c. Facilities, etc.
  - i. Computer Updates- Director Kaplafka presented to the Board that the insurance cost estimate has been completed on the electronics held by the library. We do have enough insurance coverage.
  - ii. Water meter- landscaping only portion of the water bill came back. It was very high compared to past years for the same period. Director Keyes-Kaplafka had the library landscaping watering system checked with leaks and there were none found. She contacted the Village to try and understand the difference.
  - iii. Meeting Room AV install-update: No update due to there is no lens and are still waiting for it to arrive.
- d. Updates on Standards for Public Libraries 4.0
  - i. Website Design- Progress- estimated finish time end of November 2021
  - ii. Procedures- currently being worked on.
  - iii. T. Keyster asked about the Safety portion.
- e. RAILS/RSA/State Library
  - i. RSA Board Met on 3 August- just updates
  - ii. Explore More Illinois- connecting library patrons with museums and attractions on website
  - iii. IPLAR- will be submitted on Tuesday, August 24, 2021
- f. Personnel
  - i. Four Staff members moved on

- ii. Vaccine Mandate policy? Trustees asked Director Kaplafka to keep this on agenda for September meeting
- iii. All-Staff Meeting on 2 August
  - 1. Training on Explore More Illinois
  - 2. Circulation and Cataloging Reminders
- g. Upcoming Events
  - i. 27 August – Day Off
- h. Circulation & Programming Statistics
  - i. See Attached

**7. Unfinished Business**

- a. FY2021 Minute Audit Report
  - i. The Committee on Audit of Minutes for FY2021 Minutes which included R. Holohan and Mary Nelson put forth their recommendations of corrections to FY2021 Meeting Minutes.
  - ii. Review of Closed Meeting Minutes
    - 1. The committee recommended keeping closed the following minutes:  
*August 24, 2009, January 7, 2019, and November 2020*
    - 2. The committee recommended opening the following minutes:  
*June 28, 2021 and May 24, 2021*
  - iii. M. Nelson made a motion to approve the minute audit as presented. A. Dhall seconded motion. Discussion. Motion passed unanimously.
- b. Sexual Harassment Policy-Review and Approve
  - i. Director Keyes-Kaplafka presented updated Non-Discrimination and Anti-Harassment Policy (formerly named the Sexual Harassment Policy).
    - 1. M. Nelson moved to accept with changes in Part B and D. R. Holohan seconded motion. Discussion. Motion passed unanimously.

**8. New Business**

- a. Personnel Policy- Review and Approve
  - i. Director Keyes-Kaplafka presented recommended changes to a section to the policy.
    - 1. R. Holohan moved to approve with corrections to the policy. B. Windsor seconded motion. Discussion. Motion passed unanimously.
- b. Freedom of Information Act Policy- Review and Approve
  - i. Director Keyes-Kaplafka presented an updated Freedom of Information Act Policy.
    - 1. B. Windsor made a motion to approve the Freedom of Information Act Policy with corrections suggested. M. Nelson seconded motion. Motion passed unanimously.

- c. Patron Circulation Policy-Review and Approve
  - i. Director Keyes-Kaplafka presented an updated Circulation Policy (formerly named the Patron Circulation Policy).
    - 1. M. Nelson made a motion to accept the Circulation Policy with changes. T. Keyster seconded motion. Discussion. Motion passed unanimously.
- d. Bylaws- Review and Approve
  - i. Director Keyes-Kaplafka presented an updated Bylaws.
    - 1. T. Keyster made a motion approve the policy with the edits. R. Holohan seconded motion. Discussion. Motion passed unanimously.

**9. Announcements**

- a. Next Regular Board Meeting: 27 September at 6:00 PM

**10. Adjournment**

- a. A. Dhall made a motion to adjourn the meeting. N. Nelson seconded motion. Motion passed unanimously.
- b. Meeting Adjourned at 7:55

Respectfully Submitted by Angie Dhall, Trustee Board Secretary

**ATTACHMENTS:**

Adult Department	Program Attendance FY 2022 (In Person)		Program Attendance FY 2022 (Virtual)		Young Adult Department	Program Attendance FY 2022 (In Person)		Program Attendance FY 2022 (Virtual)		Youth Department	Program Attendance FY 2022 (In Person)		Program Attendance FY 2022 (Virtual)	
	Attendance	Programs	Attendance	Programs		Attendance	Programs	Attendance	Programs		Attendance	Programs	Attendance	Programs
July	20	3	334	25	July	25	5	4	2	July	1131	34	1061	4
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				
<b>Total</b>	<b>20</b>	<b>3</b>	<b>334</b>	<b>25</b>	<b>Total</b>	<b>25</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>Total</b>	<b>1131</b>	<b>34</b>	<b>1061</b>	<b>4</b>

Circulation FY2022	Physical Items	Electronic Items TOTAL	Overdrive Items	Axis 360 Items	Hoopla Items
July	9,069	534	281	157	96
August		0			
September		0			
October		0			
November		0			
December		0			
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
<b>Total</b>	<b>9,069</b>	<b>534</b>	<b>281</b>	<b>157</b>	<b>96</b>