

Dunlap Public Library District

Regular Board Meeting

November 22, 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

Ron Holohan (arrived at 6:32 pm)

Bonnie Windsor

Tracy Keyster

Jim Emanuels

Angie Dhall

Director Laura Keyes-Kaplafka

Absent:

Mary Nelson

2. Public Comment- None

3. Consent Agenda

- a. Approval of Minutes
- b. Departmental Reports
- c. Notary Services Policy -Review
- d. Display Policy – Review
- e. Proctoring – Review
- f. Consent Agenda was placed into the record.

4. Finances

a. Treasurer’s Report

Regarding the Date of the Report accounting reports, as of October 22, 2021:

i. DPLD Balance Sheet

1. Total assets of \$3,052,787.61 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. All but \$100 has been transferred out of Morton Community Bank.

ii. DPLD Budget

1. FY2021-2022 income is budgeted to be \$679,077.77. Of this amount, \$676,681.35 or 99.68% has been received.
2. 2021-2022 expenses have been budgeted to be \$611,046.51. Of this amount, \$200,113.33 has been expended or 32.75% of the amount budgeted.
3. DPLD Budget Detail- no additional comments.

b. Consideration of Financial Matters- None

5. Director's Report

- a. Administration/Community
 - i. Attended a Notary Public training session on 12 November
 - ii. Attended a panel discussion on hybrid programming
 - iii. Continued to research and author policies and procedures
 - iv. Attending multi-session workshops on Advocacy and writing a Disaster Plan.
- b. Collection, etc.
 - i. Inventory (Preliminary) Report- 13-15 November
 - 1. Presented a written report summarizing what was discovered during the inventory and giving recommendations for future.
 - 2. Planning on doing every two years.
 - 3. The Library was closed until noon on November 15, 2021 with the approval of B. Puetz due to finishing up the inventory. Notification was posted on the Library doors.
- c. Facilities, etc.
 - i. Walk- Thru Report- Presented a written report which included issues found and action taken on some of those issues at this date.
 - ii. Lamp on Circulation Desk- Robert Kaplafka was able to fix the lamp for a much lower cost than what a replacement would have cost.
- d. Updates on Standards for Public Libraries 4.0
 - i. Per Capita Grant Application- Due 15 January
 - ii. Emergency Phone numbers attached to phones.
- e. RAILS/RSA/State Library
 - i. RSA Users Group Meeting
 - 1. Fees increasing for FY23
- f. Library Field Trip- 1 November
 - i. Key takeaways
- g. Personnel
 - i. Mary McGarrah- Retired 19 November
 - ii. New Circulation Clerk
 - iii. Customer Service Procedures- informed the Board that these would be the procedures the library would be using.
 - iv. Hosted All Staff Meeting – 1 November
 - 1. Discussed Emergency Preparedness Plan
 - 2. Discussed Red Cross Training for January 2022
- h. Circulation & Programming Statistics
 - i. See attached

6. Unfinished Business

- a. Succession Plan- Review and Approve
 - i. The Board reviewed the Succession Plan as presented by Director Keyes-Kaplafka. Discussion.
 - ii. T. Keyster made a motion to approve the Succession Plan with changes as presented. J. Emanuels seconded motion. Motion passed unanimously.

- b. Emergency Response Plan-Review and Approve
 - i. The Board reviewed the Emergency Response Plan as presented by Director Keyes-Kaplafka. Discussion.
 - ii. J. Emanuels made a motion to approve the Emergency Response Plan with changes as presented. T. Keyster seconded motion. Motion passed unanimously.

7. New Business

- a. IGA -Illinois Libraries Present- Review and Approve
 - i. Director Keyes-Kaplafka presented to the Board an Intergovernmental Agreement.
 - 1. This agreement is a “new Illinois cooperative called Illinois Library Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets.”
 - 2. The Board reviewed the IGA-Illinois Libraries Present as presented.
 - a. Board asked Director Keyes-Kaplafka to run by library attorney.
 - b. J. Emanuels made a motion to approve the IGA-Illinois Libraries Present if library attorney Phil Lenzini approves. B. Windsor seconded motion. Discussion. Motion passed unanimously.
- b. Tort Levy Expenditures/Risk Management Policy-Review
 - i. Director Keyes presented the Tort Levy/Risk Management Policy for review by the Board. There were no recommended changes.
 - 1. The Board reviewed and will do so again in two years.
- c. 2022 Holiday Schedule- Review and Approve
 - i. Director Keyes-Kaplafka presented to the Board the 2022 Holiday Schedule for review.
 - ii. The Board reviewed the schedule.
 - iii. R. Holohan made a motion to approve the 2022 Holiday Schedule. J. Emanuels seconded motion. Motion passed unanimously.
- d. Personnel Policy- Review and Approve
 - i. Director Keyes-Kaplafka presented to the Board the updated Personnel Policy for review.
 - ii. R. Holohan made a motion to approve the Personnel Policy with changes discussed. B. Windsor seconded motion. Motion passed unanimously.
- e. Safety Policy- Review and Approve
 - i. Director Keyes-Kaplafka presented to the Board the Safety Policy. The Board reviewed the policy.

ii. J. Emanuels made a motion to approve the Safety Policy. T. Keyster seconded motion. Motion passed unanimously.

f. Patron Conduct Policy- Review and Approve

i. Director Keyes-Kaplaafka presented to the Board the Patron Conduct Policy.

1. The Board reviewed the Patron Conduct Policy and asked Director Keyes-Kaplaafka to revise some of the sections.
2. Tabled until 9 December Meeting.

8. Announcements

9. Next Board Meeting: 9 December at 6:00 pm.

10. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. T. Keyster seconded motion. Motion passed unanimously.
- b. Meeting adjourned at 7:04 pm.

Respectfully submitted by Angie Dhall, 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	186	7	132	22	August	17	3	6	2	August	1015	30	0	0
September	84	9	126	22	September	44	2	16	5	September	688	27	759	4
October	58	6	221	27	October	60	3	12	4	October	1468	39	774	5
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	348	25	813	96	Total	146	13	38	13	Total	4302	130	2594	13

Circulation FY2022	Physical Items	Electronic Items TOTAL	Overdrive Items	Axis 360 Items	Hoopla Items
July	9,069	534	281	157	96
August	7,983	576	271	179	126
September	6,645	595	278	212	105
October	6,798	615	309	188	118
November		0			
December		0			
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
Total	30,495	2,320	1,139	736	445