

# Dunlap Public Library District

## Regular Board Meeting

October 25, 2021 at 6 PM

### 1. Call to Order/Roll Call

President Brian Puetz called the meeting to order at 6:02 PM.

Present: Guest: Kim Bird, Hopkins & Associates, CPAs

Brian Puetz

Mary Nelson

Ron Holohan

Bonnie Windsor

Tracy Keyster

Jim Emanuels

Angie Dhall

Director Laura Keyes-Kaplafka

### 2. Public Comment-None

### 3. Consent Agenda

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

### 4. Finances

- a. Treasurer's Report
  - i. Regarding the September 2021 accounting reports:
    1. DPLD Balance Sheet
      - a. Total assets of \$3,203,450.34 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured.
    2. DPLD Budget
      - a. FY2020-2021 income is budgeted to be \$679,077.77. Of this amount, \$610,740.55 or 90% has been received
      - b. FY2020-2021 income (excluding Bonds & Interest receipts) is anticipated to be \$497,197.20. Of this amount, \$450,555.67 or 91% has been received.
      - c. FY2020-2021 expenses are anticipated to be \$611,046.51. Of this amount, \$142,617.84 has been expended or 23.34% of the amount budgeted.
    3. DPLD Budget Detail – no additional comments.
  - ii. Consideration of Financial Matters
    - i. R. Holohan and Bookkeeper D. Johnson recommend closing the one remaining account at Morton Community Bank. Before doing so, we need to confirm signers

listed on the account. Director Keyes-Kaplafka and A. Dhall will investigate past minutes and documents to confirm a current Signer's Resolution. R. Holohan and A. Dhall will meet with MCB banking officials and present the proper documentation.

- c. Annual Audit
  - i. Ms. Bird, Hopkins & Associates, CPAs, reviewed the audit that was conducted and answered questions from the Trustees.

## 5. Director's Report

- a. Administration Community
  - i. Dunlap 150<sup>th</sup> Events- Village is continuing with special events to celebrate the 150<sup>th</sup>.
  - ii. WOT Fall Festival on 10 October-Director Keyes-Kaplafka and one Volunteer represented the Library at the Wheels O' Time Fall Festival on 10 October.
  - iii. Trustee Meeting in December 2021-Director Keyes-Kaplafka recommends this Board of Trustees to schedule a regular Board Meeting in December 2021. See later agenda item
  - iv. Met with Dunlap School District employees to discuss and Intergovernmental Agreement
  - v. Attended (virtually) the Peoria City Planning and Zoning Commission Meeting
  - vi. Attended WOT Board Meeting
- b. Collection, etc.
  - i. Inventory 13-14 November- will close the library. Will inform patrons via website, social media, and flyers at the library.
  - ii. Met with Local History Librarian to choose books to purchase through ALA grant
- c. Facilities, etc.
  - i. Artwork on walls- purchased some new prints.
  - ii. Annual inspection of Emergency lighting took place on October 11.
  - iii. Annual inspection of Automatic Doors- some replacement of parts took place on October 19.
  - iv. Irrigation Winterizing – on October 11.
  - v. Carpets were cleaned on October 17. Plan to have this done every six months
- d. Updates on Standards for Public Libraries 4.0
  - i. Succession Planning- See later agenda item
  - ii. Emergency Procedures- Disaster Plan – See later agenda item
  - iii. Per Capita Grant Application- due January 15, 2022
- e. RAILS/RSA/State Library
  - i. Attended RSA Membership Service Levels Committee Meeting
    - 1. Levels will change, and fee amounts will increase for FY2023
- f. Personnel
  - i. Holiday Gifts 2021
    - 1. B. Windsor made a motion to approve the Gift Card Option A for holiday gifts for staff. M. Nelson seconded motion. Discussion. Motion passed unanimously.

- ii. Melissa, Amy, and Kelly all virtually attended the ILA Conference
- g. Circulation and Programming Statistics
  - i. See Attached

## 6. Unfinished Business

- a. Property Annexation
  - i. R. Holohan reported that he and J. Emanuels met with representatives of the Village and Fire Protection to express their concern and willingness on the part of the Dunlap Public Library District to work with the latter groups concerning continuing annexation progress by Peoria.
    - 1. Village is investigating if others in the area will do annexation or those that have already done pre-annexation if they will be moving to complete annexation.
- b. Notary Services Policy- Review and Approve
  - i. Director Keyes-Kaplafka and Amy Edgar, Youth Services Librarian are Notaries at the library.
  - ii. J. Emanuels moved to approve the updated Notary Services Policy as presented with changes. R. Holohan seconded motion. Motion passed unanimously.
- c. Air Duct Cleaning Bid
  - i. J. Emanuels did a check on the library's HVAC system. Did not find any concerning dust in system. He did find a broken damper.
    - 1. Recommendation is not to proceed with air duct cleaning currently.
    - 2. Did recommend checking with Fritch to see if filters could switch over to four-inch pleated filters instead of one inch.
    - 3. Also changing all air filters twice yearly.
  - ii. Director Keyes-Kaplafka will contact Fritch discuss recommendations.

## 7. New Business

- a. December 2021 Meeting
  - i. M. Nelson made a motion to approve having a December meeting on December 9 at 6 pm. R. Holohan seconded motion. Motion passed unanimously.
  - ii. Will give notice to the public.
- b. Display Policy- Review and Approve
  - i. Board reviewed the Display policy as presented by Director Keyes-Kaplafka.
  - ii. R. Holohan made a motion to approve the Display Policy with changes. T. Keyster seconded motion. Motion passed unanimously.
- c. Succession Policy-Review and Approve
  - i. Director Keyes-Kaplafka presented to the Board a draft of a Succession Policy to the Board for direction and consideration.
    - 1. Discussion.
    - 2. Board put forth thoughts and decided that the policy could use some additional phrasing and revision in this policy and Personnel Policy.
    - 3. Tabled to future meeting
- d. Proctoring Policy-Review and Approve
  - i. Board reviewed the Proctoring Policy as presented by Director Keyes-Kaplafka.

- ii. Discussion.
- iii. M. Nelson made a motion to approve the Proctoring Policy with any changes as presented. J. Emanuels seconded motion. Motion passed unanimously.
- e. Disaster Plan- Discussion
  - i. Director Keyes-Kaplafka presented to the Board asking for direction concerning updating the Disaster Plan.
    - 1. Some points of discussion were the following:
      - a. Board recommends calling it a Safety Plan.
      - b. After hours emergency plan not covered currently.
      - c. If Library is closed, who is notified?
      - d. Look into first aid training for staff
      - e. Continue to look over these documents
    - 2. Tabled until future meeting

## **8. Announcements**

- a. Next Regular Board Meeting: 22 November at 6:00 pm.

## **9. Adjournment**

- a. A. Dhall made a motion to adjourn the meeting. J. Emanuels seconded motion. Motion passed unanimously.
- b. Meeting adjourned at 8:01 pm

Respectfully submitted by Angie Dhall, Secretary

## **ATTACHMENTS:**

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
July	20	3	334	25	July	1131	34	1061	4
August	186	7	132	22	August	1015	30	0	0
September	84	9	126	22	September	688	27	759	4
October					October				
November					November				
December					December				
January					January				
February					February				
March					March				
April					April				
May					May				
June					June				
<b>Total</b>	<b>290</b>	<b>19</b>	<b>592</b>	<b>69</b>	<b>Total</b>	<b>2834</b>	<b>91</b>	<b>1820</b>	<b>8</b>

  

Young Adult Department	Program Attendance FY 2022 (In Person)		Program Attendance FY 2022 (Virtual)		Hoopla Items
	Attendance	Programs	Attendance	Programs	
July	25	5	4	2	96
August	17	3	6	2	126
September	44	2	16	5	105
October					
November					
December					
January					
February					
March					
April					
May					
June					
<b>Total</b>	<b>86</b>	<b>10</b>	<b>26</b>	<b>9</b>	<b>327</b>

  

Circulation FY2022	Physical Items	Electronic Items TOTAL	Overdrive Items	Axis 360 Items
July	9,069	534	281	157
August	7,983	576	271	179
September	6,645	595	278	212
October		0		
November		0		
December		0		
January		0		
February		0		
March		0		
April		0		
May		0		
June		0		
<b>Total</b>	<b>23,697</b>	<b>1,705</b>	<b>830</b>	<b>548</b>