

**Dunlap Public Library District**

**Regular Board Meeting**

**September 27, 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

Jim Emanuels

Angie Dhall

Director Laura Keyes-Kaplafka

**2. Public Comment**-Secretary read to the Board a letter from Youth Services Librarian Amy Edgar concerning the Covid-19 vaccination mandate.

**3. Consent Agenda**

- a. Approval of Minutes
- b. Departmental Reports

**4. Finances**

- a. Treasurer's Report- R. Holohan presented
  - i. Regarding the August 31, 2021 accounting reports:
    1. DPLD Balance Sheet
      - a. Total assets of \$3,043, 380.95 are held in Insured Cash Sweep (ICS) accounts at Morton Community Bank and Better Banks. All DPLD investments are FDIC-insured.
    2. DPLD Budget
      - a. FY2021-2022 income thus far is \$410,843.03
      - b. FY2021-2022 income (excluding Bonds & Interest receipts) due thus far is \$304,045.95.
      - c. Expenses for FY2021-2022 as of August 31 amounted to \$102, 518.37, which is 16.78% of what is budgeted for annual operations.
    3. DPLD Budget Detail – No additional comments
    4. Transfers to Corporate Account for the last quarter of FY2020-2021
      - a. \$10,671.94 from Maintenance
      - b. \$16,829.89 from Tort
      - c. \$5,327.36 from IMRF
      - d. \$4,642.56 from Social Security
      - e. \$6,243.50 from Special Reserve

5. Banking glitch
  - a. R. Holohan explained to the Board that in August there was an error concerning initiation of payments. Error was made by Better Banks. R. Holohan, Director Keyes-Kaplafka, and Library Accountant D. Johnson met with Better Banks officials and got the problem solved with the bank taking full responsibility and new processes being put into place.
6. Consideration of Financial Matters

## 5. Director's Report

- a. Administration/Community-
  - i. Patron Behavior- Director Keyes-Kaplafka reported an uptick in patrons being rude about refusing to follow mask mandate in library.
  - ii. Discussion about SharePoint and being careful to follow OMA requirements which means we, as Trustees, cannot respond to other's responses.
  - iii. Dunlap 150<sup>th</sup> Events- plans for additional events to celebrate
    1. Trunk and Treat scheduled for Friday, October 29, 2021. If any Trustee(s) would like to represent the library at this event, please let Director Keyes-Kaplafka know.
  - iv. Reminder: Sexual Harassment Prevention Training- reminder to Trustees- need to complete. If you need assistance in getting it done, please let Director Keyes-Kaplafka know.
  - v. Completed implementation of the Secretary's Audit changes.
  - vi. Schedule of Fees-Trustees were given an updated schedule of fees
  - vii. Update on Audit- our auditor will be do a Zoom meeting with Board at October meeting.
- b. Collection, etc.
  - i. August Amnesty Final Report- Director Keyes-Kaplafka presented a report concerning the Amnesty Program for the Board to review
    1. Should review circulation policies in the future.
    2. Take away is that our community is much more transient than other area communities. A lot of movement in and out of our community
    3. Should conduct a review of monies owed for DPLD items (lost, overdue, etc.) and services (copies, etc.)
  - ii. Inventory 13-14 November- will close the library
- c. Facilities, etc.
  - i. Meeting Room AV install Final Report- is up and working
  - ii. HVAC- Fritch changed out filters
  - iii. Annual Meeting with Jacobs Brothers Cleaning Company- set time frame in the future for having carpets and waxing. The carpets and break room floors have been waxed.
- d. Updates on *Standards for Public Libraries 4.0*
  - i. Website Design- Progress – Director Keyes-Kaplafka will send link for the mockup of the website to those Trustees interested.
  - ii. Overdue/Bill Notice Procedures
    1. Two days before an item is due, an email is sent.

2. Three days after an item is due, an email is sent.
3. Five days after an item is overdue, and email is sent.
4. Fourteen days after an item is overdue, an email with a bill is sent for replacement cost of item
- iii. Addition to Bylaws- Trustee Continuing Education?
- e. RAILS/RSA/State Library
  - i. RAILS Strategic Planning- if anyone wants to be involved in Town Hall meetings, they will be virtual.
  - ii. RSA Membership Levels- reevaluation of membership levels dues to RSA becoming their own separate entity from RAILS.
- f. Personnel
  - i. Eshan Shah- has resigned position
- g. Upcoming Events- Virtual College Visits
- h. Circulation and Programming Statistics
  - i. See Attached

## **6. Unfinished Business**

- a. Mandatory COVID Vaccine
  - i. Director Keyes-Kaplafka presented to the Board for consideration the Mandatory COVID-19 Vaccination Policy.
    1. M. Nelson made a motion to stay with voluntary vaccination and not mandatory. Motion 2<sup>nd</sup> by R. Holohan. Discussion. Motion passed 5 Yeas/0 Nays/2 Abstentions

## **7. New Business**

- a. City of Peoria Annexation
  - i. Discussion about the continuing annexation of properties by the City of Peoria after receiving the most recent.
    1. R. Holohan made a motion to set up a committee to meet with village and fire protection officials Motion seconded by T. Keyster. Discussion. Motion passed unanimously. President B. Puetz appointed R. Holohan and J. Emanuels to the committee.
  - ii. Director Keyes-Kaplafka asked the Board if they would like her to attend the upcoming City of Peoria Planning and Zoning Commission Meeting.
- b. Facilities Walk Thru and Inspection
  - i. Director Keyes-Kaplafka asked if an ad hoc committee could be formed to do the walk thru and inspection of library facilities. Committee will be composed of Director Keyes-Kaplafka, B. Puetz, and J. Emanuels.
- c. Air Duct Cleaning Bid
  - i. Director Keyes-Kaplafka presented to the Board two bids concerning air duct cleaning.
    1. Two bids were very different in costs and what will be accomplished.
    2. Recommendation is to do a quarterly changing of air filters.
      - a. Director Keyes-Kaplafka will confirm with Fritch how often the filters should be changed.

- 3. J. Emanuels will check the ducts, take pictures, and report back to the Board.
    - ii. Decision to vote on two bids is tabled.
  - d. Public Library Trustee Ethics Statement
    - i. All Trustees signed the statement
  - e. Adoption of new State Holidays
    - i. Director Keyes-Kaplafka presented to the Board a memo on new state holidays.
      - 1. Discussion of the two new recognized state holidays.
        - a. Public Act 102-0015- concerning changes to the date for the general primary election date to June 28, 2022 and making November 8, 2022 a State holiday and school holiday.
          - i. Tabled till September 2022
        - b. Public Act 102-0014- provides observation of Juneteenth National Freedom Day each year as a holiday throughout the State
          - i. R. Holohan moved to adopt Juneteenth National Freedom Day. M. Nelson seconded the motion. Discussion. Passed unanimously.
      - 2. M. Nelson made a motion to strike the line from the Personnel Policy “observation dates of all Holidays are set by the Illinois State Holiday Calendar”. R. Holohan seconded the motion. Motion passed unanimously.
- f. Display Policy-Review
  - i. Director Keyes-Kaplafka presented to the Board for review the Display Policy with no recommended changes.
- g. Notary Services Policy-Review
  - i. Director Keyes-Kaplafka presented to the Board for review the Notary Services Policy. Discussion. Board asked Director Keyes-Kaplafka to run by library attorney.
- h. Identity Protection Policy- Review
  - i. Director Keyes-Kaplafka presented to the Board for review the Identity Protection Policy with no recommended changes.
- i. Tax Levy
  - i. J. Emanuels made motion to approve the Ordinance No. 2021-2022-03. M. Nelson seconded motion. Discussion. Motion passed unanimously.

YEA 7                      NAY 0                      ABSTENTION 0

## **8. Trustee Training**

- a. Discuss Goals- Discussion by Trustees. Consensus was that Trustees will accomplish their own online trainings, offered by both ALA and RAILS. If there is specific topic that a Trustee would like to discuss, it will be placed on the agenda.

## **9. Announcements**

- a. Next Regular Board Meeting: 25 October 2021 at 6 PM

## **10. Adjournment**

- a. A. Dhall made a motion to adjourn the meeting. T. Keyster seconded motion. Motion passed unanimously.

b. Meeting adjourned at 8:15 PM.

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           | 186                                    | 7         | 132                                  | 22        | August                 | 17                                     | 3        | 6                                    | 2        | August           | 1015                                   | 30        | 0                                    | 0        |
| 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>206</b>                             | <b>10</b> | <b>466</b>                           | <b>47</b> | <b>Total</b>           | <b>42</b>                              | <b>8</b> | <b>10</b>                            | <b>4</b> | <b>Total</b>     | <b>2146</b>                            | <b>64</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             | 7,983          | 576                    | 271             | 179            | 126          |
| September          |                | 0                      |                 |                |              |
| October            |                | 0                      |                 |                |              |
| November           |                | 0                      |                 |                |              |
| December           |                | 0                      |                 |                |              |
| January            |                | 0                      |                 |                |              |
| February           |                | 0                      |                 |                |              |
| March              |                | 0                      |                 |                |              |
| April              |                | 0                      |                 |                |              |
| May                |                | 0                      |                 |                |              |
| June               |                | 0                      |                 |                |              |
| <b>Total</b>       | <b>17,052</b>  | <b>1,110</b>           | <b>552</b>      | <b>336</b>     | <b>222</b>   |