

Dunlap Public Library District

Regular Board Meeting

24 January 2022, 6:00 pm

1. Call to Order/Roll Call

- a. President B. Puetz called the meeting to order at 6:00 PM.

Present:

Brian Puetz

Mary Nelson

Ron Holohan

Tracy Keyster

Bonnie Windsor

Angie Dhall

Director Laura Keyes-Kaplafka

Absent:

Jim Emanuels

Guest: Robert Kaplafka

2. Public Comment-None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of November 2021 Minutes
- c. Approval of December 2021 Minutes
- d. Patron Conduct Policy
- e. Consent Agenda was placed into the record.

4. Finances

- a. Treasurer's Report

Regarding the December 2021 accounting reports:

- i. DPLD Balance Sheet

1. Total assets of \$2,963,271.83 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured.

- ii. DPLD Budget

1. FY2021-2022 income is budgeted to be \$697,077.77. Of this amount \$686,973.02 or 101% has been received. Our actual income is \$7,895.25 over what we had budgeted. This overage is from larger than anticipated real estate tax receipts (+\$10,411.62) and the per capita grant (+\$1,485.45).
2. FY2021-2022 expenses are anticipated to be \$611,046.51. Of this amount, \$299,995.19 has been expended or 49.10% of that budgeted. With half a year to go in our fiscal budget, this is right on track; however, with the current rate of inflation (last month at the national rate of 7%), we need to monitor this closely.
3. DPLD Budget Detail- no additional comments

- b. Consideration of Financial Matters

- i. FYI: Vendors are communicating that prices are going up. Two vendors that have already increased their costs are garbage removal and library cleaning service.

- c. Vendor and Staff Payment Review

- i. Director Keyes-Kaplafka presented to the Board a summary of the Library expenses by vendor for review.

1. Director Keyes-Kaplafka asked if the Board would like her to contact vendors not currently using ACH to see if they would switch over to using ACH. Board would like her to do so.

5. Director's Report

a. Administration/Community

- i. CURES Grant from IDCEO- the amount is a just over \$4700. Director Keyes-Kaplafka informed the Board that there are many steps to follow in order to successfully apply. She has already sent three notarized letters to address some of these steps.
- ii. Policy Binders? Will be shared on Sharepoint. Policies with changes will still be in paper form at meetings. If you would like to continue using the binder, please let the Director know.
- iii. Leadership Team working on a Program Participation Policy- discussing various programming and participation concerns and working on Programming Policy/ Procedure to address these concerns
- iv. FOIA/OMA Training website- is up at running again. All Trustees need to do the OMA training and A. Dhall and Director Keyes Kaplafka need to also do the FOIA training.
- v. Attended two webinars to understand how to utilize Census Data- has not been released
- vi. Attended webinar for EDI (Equity, Diversity, and Inclusion)
- vii. Working with ICC to hire a Student Worker in the library
- viii. Appointed to the Board of the Laura Ingalls Wilder Legacy & Research Assoc.

b. Collection, etc.

- i. Inventory (Final) Report- 13-15 November-presented to the Board the Inventory Report which contained the following: Immediate Errors Found, Suggested Projects for 2022, and Recommendations for the Future.

c. Facilities, etc.

- i. Air Registers cleaned in mid-December
- ii. HVAC Maintenance in December
 - a. Have purchased the 4-inch filters
- iii. New Artwork- artwork has been framed and placed around the building
- iv. Fog-related car accident on 13 January- no damage to property

d. RAILS/RSA/State Library

- i. Hoopla items listed on RSA Catalog

e. Personnel

- i. Completed Staff Annual Reviews in December
- ii. Pauline Teubel- Retired 31 December
- iii. Substitute Circulation Clerk promoted to Regular Circulation Clerk
- iv. Red Cross Training – 3 January – 6 employees participated in the training virtually.

f. Circulation & Programming Statistics

- i. See Attached

6. Unfinished Business

a. Annexation Committee Report

- i. Meeting was rescheduled for January 25, 2022.
- ii. Representatives from the village are still trying to work with local landowner to annex to the village.
 1. R. Holohan asked Director Keyes-Kaplafka if she would give a tour of the library and she agreed to do so.

7. New Business

- a. Closed Session Minutes Review FY2021/ Bi-Annual Closed Minute Audit
 - i. President B. Puetz appointed R. Holohan, and M. Nelson to serve on the Closed Minutes Audit Committee.
 - ii. Director Keyes-Kaplafka will provide access to the committee.

 - b. Long-range Planning Discussion
 - i. In a separate meeting with the Director, Trustee J. Emanuels asked Director Keyes-Kaplafka about long-range planning for the library.
 - 1. What we offer to the staff, what the staff likes, and what the staff would like to see long-term.
 - a. A memo concerning staff benefits was provided to the Board for review and discussion. Items included were the items that the staff liked and things they would like to see changed/included.
 - i. Firstly, the staff wanted to convey to the Board that they do not want to see any existing benefits removed.
 - b. The Leadership team drafted a Dunlap Public Library Wish List for the Board to review.
 - i. Recommended by B. Puetz to have staff prioritize the wish list.
 - 1. B. Puetz recommended finding ways to repurpose those items on the list that the Library is not currently using.
 - 2. R. Holohan asked Director Keyes-Kaplafka to provide a list of paid days off vs. state holidays.
 - 2. No decisions and/or changes were made at this point.
 - a. Tabled to next month's meeting.
- c. Circulation Policy- Review and Approve
 - i. Reviewed by Board and no action taken
- d. Retiree Gift Policy Discussion
 - i. Discussion concerning if there needs to be a policy or procedure for long-term staff members retirement
 - ii. Inform Board of upcoming retirements
 - iii. Director Keyes-Kaplafka will draft a procedure for years of service

8. Announcements- None

9. Next Board Meeting: 28 February at 6:00 pm

10. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. M. Nelson seconded motion. Motion passed unanimously at 7:26 pm.

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	23	2	231	26	November	75	5	9	3	November	668	25	575	4
December	7	1	118	18	December	101	4	7	2	December	434	20	1353	6
January					January					January				
February					February					February				
March					March					March				
April					April					April				
May					May					May				
June					June					June				
Total	378	28	1162	140	Total	322	22	54	18	Total	5404	175	4522	23

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	6,314	592	265	180	147
December	6,947	650	354	165	131
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
Total	43,756	3,562	1,758	1,081	723