

Dunlap Public Library District

Regular Board Meeting

27 June 2022, 6:00 PM

1) Call to Order/Roll Call

- a) President B. Puetz called the meeting to order of the Dunlap Public Library Board of Trustees at 6:00 PM in the meeting room.
- b) The following members answered the Roll Call Vote:
 - i) Brian Puetz, Mary Nelson, Ron Holohan, Jim Emanuels, Bonnie Windsor, and Angie Dhall Absent: Tracy Keyster
 - ii) Present Also: Laura Keyes-Kaplafka, Dunlap Public Library District Director
- c) Guest(s) Present (*Guests were asked to fill out a form*): Robert Kaplafka, Rufus Nelson, Xavier Gingerevans plus representative from media,
Other Guest(s) Present: Joe Saverino from Chapman and Cutler LLP via Zoom Left via Zoom at 6:30PM

2) Public Comment-

- a) Prior to the Public giving comment, President B. Puetz read the Executive Summary of the Public Statement of the Board of the Dunlap Public Library District Board of Trustees.
- b) Public comment was given by one individual concerning events in May 2022 at the Dunlap Public Library.

3) Board Officer Elections

a) Nomination and Election of Board Officers

- i) J. Emanuels nominated Mary Nelson for Board of Trustee President. President Puetz closed nominations after no other nominations were made and declared M. Nelson as the Board of Trustee President for FY2023.
- ii) M. Nelson nominated Jim Emanuels for Board of Trustee Vice- President. President Puetz closed nominations after no other nominations were made and declared J. Emanuels as the Board of Trustee Vice-President for FY2023.
- iii) J. Emanuels nominated Ron Holohan for Board of Trustee Treasurer. President Puetz closed nominations after no other nominations were made and declared R. Holohan as the Board of Trustee President for FY2023.
- iv) R. Holohan nominated Angie Dhall for Board of Trustee Secretary. President Puetz closed nominations after no other nominations were made and declared A. Dhall as the Board of Trustee President for FY2023.
- v) R. Holohan thanked B. Puetz for his excellence as Board President on the behalf of the Board.
- vi) President B. Puetz continued leading the June Meeting as his last act as Board Trustee President.

4) Consent Agenda

- a) Departmental Reports
- b) Approval of 23 May 2022 Minutes

- i) M. Nelson made a motion to pull out May 23, 2022 Regular Meeting Minutes to undo the highlighted portions of the minutes and remove one name due to it being illegible. A. Dhall seconded motion. Motion passed unanimously.
 - (1) Dhall made a motion to approve the 23 May 2022 Minutes as corrected. M. Nelson seconded motion. Motion passed unanimously.
- ii) 23 May 2022 Closed Session Minutes
- c) Approval of 6 June 2022 Minutes
 - i) Regular Special Meeting Minutes and Closed Session Minutes
- d) Entered into the Record by Consent Agenda (23 May 2022 Closed Session Minutes, 6 June 2022 Special Meeting, 6 June 2022 Closed Session Minutes, and the Departmental Reports)

5) Finances

- a) Treasure’s Report prepared by R. Holohan

Regarding the May 31, 2022 accounting reports:

 - i) DPLD Balance Sheet
 - (1) Total assets of \$2,773,913.76 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured.
 - ii) DPLD Budget
 - (1) FY2021-2022 income was budgeted to be \$679,077.77. Of this amount, \$705,317.71 or 104% has been received. Our actual income is \$26,239.94 over what we had budgeted. This overage is from larger-than-anticipated township revenues (+\$12,454.47), real estate tax receipts (+\$10,411.89), personal property replacement (+\$10,390) and the per capita grant (+\$1,485.45). So far, our receipts are lower than we budgeted in fines and fees (-\$1,902.61) and in donations (-\$757.72).
 - (2) FY2021-2022 expenses were anticipated to be \$611,046.51. Of this amount, \$507,784.79 has been expended or 83% of that budgeted. All of the general categories for expenditures are presently well within their prorated budgeted amounts.
- b) Consideration of Financial Matters
 - i) Presented Longer-Term History

	<u>6/30/2019</u>	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>5/31/2022</u>
Total Cash	\$2,674,504	\$2,720,565	\$2,735,381	\$2,768,409
Reserve Fund	\$ 492,112	\$ 496,438	\$ 494,957	\$ 482,541*

*This balance is before interest income entry
 - ii) R. Holohan also recommended considering looking at increasing raises for staff due to an anticipated 7-8% inflation rate.
 - (1) Will wait to see where inflation rate is and then recommend action in future
- c) Engagement Letter- Chapman and Cutler
 - i) Joe Saverino from Chapman and Cutler LLP joined via Zoom to discuss with the Board how Chapman would continue to ensure that the Dunlap Public Library Districts required financial information would continue to be sent to Chase on a timely basis.
 - (1) No charge first year
 - (2) \$2000 each year after up until 2026

- (3) The representative (that work with the DPLD) from FIRST MIDSTATE has moved to Chapman and will be the District's point person in the process.
- (a) Director Keyes-Kaplafka recommends that the Board work and sign engagement letter with Chapman and Cutler LLP.
- (b) J. Emanuels made a motion to sign an engagement letter with Chapman and Cutler LLP. R. Holohan seconded motion. Discussion. Motion passed unanimously.

6) Director's Report

a) Administration/Community

- i) Banners on Display at Wheels O Time- setting up a display of banners about Freedom in US History and Adult Services Librarian Melissa Weyeneth will doing programming around this theme.
- ii) Community-Wide Scavenger Hunt with Village of Dunlap
- iii) Asked to speak at the Iowa Library Association Conference in October
- iv) Insurance Review- Director Keyes-Kaplafka was contacted by another insurance broker. She stated that she has been happy with current broker. Discussion and Board does not think it is a bad idea to get quotes. Director Keyes-Kaplafka will follow-up.

b) Collection, etc.

c) Facilities, etc.

- i) Movie/Videogame shelves moved
- ii) Patron computers moved
- iii) Privacy Screens affixed
- iv) Additional Security Cameras from Heart Technologies- Will not be installed until end of August
- v) Main copier/printer relocated to behind Circulation Desk

d) RAILS/RSA/State Library

- i) Applied for Director's University 2.0- 3-day workshop in Springfield, Illinois for library directors
- ii) Created/Hosted a Public Library Directors Book Club (will meet every other month)- continuing ed
- iii) Create a How to Prevent Burnout Workshop for library staff (29 July)- a speaker will be discussing burnout and the workshop is open to any library staff in RSA

e) Personnel

- i) 6-month follow-up meetings with all staff members
- ii) Ella Carlile- resigned as sub clerk
- iii) Morgann McVey
- iv) Sharon Conlee- hired as sub clerk
- v) All-Staff Meeting on 8 August- Director Keyes-Kaplafka asked permission to close library. Will talk with Brandon Stokes to come in and talk about library security concerning patrons and other topics of importance

f) Upcoming Dates to keep in mind:

- i) Laura's planned Absence:2-17 July

g) Circulation & Programming Statistics

- i) See Below

7) Unfinished Business

a) Strategic Planning Discussion

- i) Director Keyes-Kaplafka presented to the Board the next steps in the Strategic Planning Process Timeline as recommended by Amanda E. Standerfer of Fast Forward Libraries LLC.
- ii) Discussion concerning the timeline and responsibilities. Need to form a Planning Team.
 - (1) Two staff members, Amy Edgar and Kelly Kerckhove, have expressed interest in being a part of the Planning Team.

(2) Director Keyes-Kaplafka asked for 2 Trustees to be on the team. J. Emanuels would like to be on the Planning Team. T. Keyster will be contacted to see if she would like to be a member on the team. Other Trustees B. Puetz, M. Nelson, and A. Dhall expressed interest if someone else would be needed.

- b) Personnel Discussion [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]
- i) M. Nelson made motion to move to Closed Session for Personnel Discussion. [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]. B. Windsor seconded motion. Motion passed unanimously. Board entered Closed Session at 6:45. Guests were asked to leave for the Closed Session of the Regular Meeting.
- ii) Windsor made a motion to open the Closed Session for Personnel Discussion. [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]. R. Holohan seconded motion. Motion passed unanimously. The Board entered Closed Session at 6:46PM.
- iii) Closed Session Opened at 6:46PM.
- (1) Personnel Discussion [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]
- (2) Discussion concerning personnel.
- iv) M. Nelson made a motion to end Closed Session. J. Emanuels seconded motion. Motion passed unanimously. Board ended the Closed Session of the meeting at 7:00PM.
- v) B. Windsor made a motion to open the Regular Session of the meeting. R. Holohan seconded motion. Motion passed unanimously. Board opened the Regular Session of the Regular Meeting at 7:00PM. Guests were welcomed back into the Regular Session of the meeting.

8) New Business

- a) Registered Sex Offender Policy-Approve.
- i) Director Keyes-Kaplafka presented to the Board for review and approval the Registered Sex Offender Policy. Dunlap Public Library District Attorney has reviewed.
- (1) Board reviewed and discussed the policy.
- (2) R. Holohan made a motion to approve the Registered Sex Offender Policy with grammatical changes. M. Nelson seconded motion. Motion passed unanimously.
- b) Circulation Policy- Review and Approve
- i) Director Keyes-Kaplafka presented to the Board for review and approval the Circulation Policy.
- (1) Director Keyes-Kaplafka reported that the policy was revised with the input of the leadership team.
- (2) Board reviewed and discussed the policy.
- (3) J. Emanuels made a motion to approve the Circulation Policy. A. Dhall seconded motion. Motion passed unanimously.
- c) Safe Child Policy- Review and Approve
- i) Director Keyes-Kaplafka presented to the Board for review and approval the Safe Child Policy.
- (1) Board reviewed and discussed the policy.
- (2) R. Holohan made a motion to approve the Safe Child Policy. J. Emanuels seconded motion. Motion passed unanimously.
- d) Patron Conduct Policy-Review and Approve
- i) Director Keyes-Kaplafka presented to the Board for review and approval the Patron Conduct Policy.
- (1) Board reviewed and discussed the policy.
- (2) M. Nelson made a motion to approve the Patron Conduct Policy. A. Dhall seconded motion. Motion passed unanimously.
- e) Public Act 102-1088

- i) Director Keyes-Kaplafka informed and explained to the Board the recently enacted Public Act 102-1088 what the act entails.
 - (1) Discussion.
 - (a) Points of Information
 - (b) Illinois has the most elected Boards in the United States.
 - (c) As elected officials we need to have discussion with other similar entities/districts (believes we must have representatives meet with two other library organizations) and see if we should merge.
 - (d) Director Keyes-Kaplafka has asked for clarification
 - (2) J. Emanuels asked Director Keyes-Kaplafka to discuss with other library organizations and come up with a plan.
 - (a) M. Nelson asked to table until we have clarification. Tabled at this time.
- f) Job Description Approval
 - i) Director Keyes-Kaplafka presented to the Board a job description for a new position of Lead Clerk and asked the Board to approve.
 - (1) Board reviewed and discussed.
 - (a) The new position would replace an open position and include more responsibilities and experience.
 - (b) It has not been budgeted for in FY2023 Budget
 - (c) J. Emanuels made a motion to approve the adoption of lead clerk. M. Nelson seconded motion. Motion passed unanimously.
 - ii) Decision of FY2023 Regular Board Meeting Dates
 - (1) B. Windsor made a motion to approve the FY2023 Board of Trustees Meeting Dates as presented. R. Holohan seconded motion. Motion passed unanimously.

9) Announcements

- a) Next Board Meeting: 25 July at 6:00 PM

10) Adjournment

- a) A. Dhall made a motion for adjournment. M. Nelson seconded motion. Motion passed unanimously. Meeting adjourned at 7:41PM.

Respectfully submitted by Angie Dhall, Trustee 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	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	0	0	437	28	January	106	4	5	2	January	294	6	491	3
February	34	2	341	25	February	133	6	7	2	February	515	15	1318	8
March	6	1	296	31	March	102	5	5	2	March	673	21	473	2
April	49	11	191	27	April	11	2	10	2	April	457	18	0	0
May	81	12	117	23	May	42	3	5	2	May	565	17	3	1
June					June					June				
Total	548	54	2544	274	Total	716	42	86	28	Total	7908	252	6807	37

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	6,396	676	326	205	145
February	5,715	717	334	179	204
March	8,953	773	359	191	223
April	7,134	677	301	165	211
May	6,887	758	370	160	228
June		0			
Total	78,841	7,163	3,448	1,981	1,734