

Dunlap Public Library District

Regular Board Meeting

23 May 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 6PM in the meeting room.
- b. The following members answered the Roll Call Vote:
 - i. Brian Puetz, Mary Nelson, Ron Holohan, Jim Emanuels, Bonnie Windsor, Tracy Keyster via Zoom, and Angie Dhall. Absent: None
 - ii. Present Also: Laura Keyes-Kaplafka, Dunlap Public Library Director and Phil Lenzini, DPLD Attorney
- c. Guest(s) Present (*Guests were asked to fill out a form with their names but two or more guests did not give their names and/or names were illegible*): B. Cribbs, Jaimie Schulte, Bryan Challacombe, Kailey Popen, Helen Browning, Pauline Teubel, Xavier Gingerevans, Jessica Gingerevans, Jana Riffe, Sara McRoy, Robert Cassidy, Tina Perino, Melissa Sierra (Alpha Park Library Director), and Joe M.

2. Public Comment- Public comment was given by several individuals concerning events between 17 – 21 May 2022 at the Dunlap Public Library.

3. Board Officer Elections-

- a. J. Emanuels made a motion to table the Officer Elections until the June Regular Meeting. R. Holohan seconded motion.

Roll Call Vote

YAY

NAY

ABSTENTION

Brian Puetz

Mary Nelson

Ron Holohan

Jim Emanuels

Bonnie Windsor

Tracy Keyster via Zoom

Angie Dhall

- i. Motion passed unanimously by Roll Call Vote.

4. Consent Agenda

- a. Departmental Reports
- b. Approval of April 2022 Minutes
- c. Entered into the Record by Consent Agenda

5. Finances

- a. Treasurer’s Report prepared by R. Holohan.
 - Regarding the April 30, 2022 accounting reports:
 - i. DPLD Balance Sheet
 - 1. Total assets of \$2,809,297.78 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured.
 - ii. DPLD Budget
 - 1. FY2021-22 income was budgeted to be \$679,077.77. Of this amount, \$699,816.63 or 103% has been received. Our actual income is \$20,738.86 over what we had budgeted. This overage is from larger-than-anticipated township revenues (\$10,454.47), real estate tax receipts (+\$10,411.62), personal property replacement (\$6,628.92) and the per capita grant (+\$1,485.45). So far, our receipts are lower than we budgeted in fines and fees (-\$1,973.15) and in donations (-\$782.62).
 - 2. FY2021-2022 expenses were anticipated to be \$611,046.51. Of this amount, \$466,824.94 has been expended or 69% of that budgeted. All of the general categories for expenditures are presently well within their prorated budgeted amounts.
 - iii. DPLD Budget Detail
 - 1. Based upon the expenditures through March, the treasurer projects that at the end of the fiscal year approximately \$57,000 or 8.6% will be left in FY2022 budget.
- b. Consideration of Financial Matters
- c. Engagement Letter- Chapman and Cutler
 - i. J. Emanuels made a motion to postpone action until the June Regular Meeting. B. Windsor seconded motion.

Roll Call Vote

YAY	NAY	ABSTENTION
Brian Puetz		
Mary Nelson		
Ron Holohan		
Jim Emanuels		
Bonnie Windsor		
Tracy Keyster via Zoom		
Angie Dhall		

- 1. Motion passed unanimously by Roll Call Vote.

6. Director’s Report

- a. Administrative/Community
 - i. Silver nameplate added to our Perpetual Donor Plaque
 - ii. DEOC Grant Applied (\$20,000) for by Director
 - iii. Patron Incident 17 May 2022- will be discussed in Closed Session
 - iv. Restricted Services Letter will be discussed in Closed Session
 - v. Mask Requirement – recommending wearing of masks, but not requiring

- vi. Webinars attended:
 1. Training for CloudSource OA
 2. IMRF 2022 Rate Meeting Webinar
 3. Fostering Tech-Savvy Staff
- b. Collection, etc.
 - i. Diversity Audit – was conducted by staff and a written report was submitted by Amy Edgar, Youth Services Librarian and Volunteer Coordinator with the result of the diversity audit.
 1. If Trustees would like to discuss, please contact Director Keyes-Kaplafka.
- c. Facilities, etc.
 - i. Outdoor Storage Sheds- there are now a total of 3
 - ii. Back Flow Alarm/Fire Alarm-PIPCO & Thompson Electronics- were called out due to alarms going off.
 - iii. Exterior Windows washed
 - iv. Interior Door/lock – fixed
 - v. S&S Lighting- changed out lightbulbs
- d. RAILS/RSA/State Library
 - i. User’s Group Meeting (10 May)
 1. Changing New Item Types - giving more patrons more access to items
 - ii. RAILS Grant- received \$1,000 grant to have a workshop about preventing burnout for library staff
 - iii. CloudSource OA- RSA learning about how it works
- e. Personnel
 - i. Brian Stanley- gardener but has taken a backseat
 - ii. Kevin Kolesiak- is new gardener and has been weeding out the flowerbeds on property
 - iii. New High School Pages- Owen, Chloe, Hannah
 - iv. Sophia Sampson- Youth Services Assistant
 - v. All Staff Meeting on 10 May
- f. Upcoming Dates to keep in mind:
 - i. “Lighthouses of Michigan and the Great Lakes” 1 June at 1 pm
 - ii. “A Visit from Harriet Tubman” 16 June at 10:30 am
 - iii. Laura’s Planned Absences: 4-18 July
- g. Circulation and Programming Statistics- See Attachments

7. Unfinished Business

- a. Annexation Committee Report
 - i. R. Holohan reported after contacting Dunlap Village President, Jack Esterdahl, that the letter concerning annexation was sent but no response has been received at this time.
- b. Long-range Planning Discussion
 - i. Director Keyes-Kaplafka encouraged the Board to make a decision concerning long range planning.
 1. In the budget planning for FY2023, monies have been budgeted to pay for the long-range planning.

Mary Nelson
Ron Holohan
Jim Emanuels
Bonnie Windsor
Tracy Keyster via Zoom
Angie Dhall

1. Motion passed unanimously by Roll Call Vote.
- ii. The Board entered Closed Session at 7:29 PM.
- iii. Closed Session entered
 1. Personnel and Safety Discussion [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1) and Section 5 ILCS120/2(c)(8)].
 2. Discussion concerning personnel including safety
 - a. Note: T. Keyster left meeting via Zoom at 9:25 due to health concern.
 3. M. Nelson made a motion to end the Closed Session. J. Emanuels seconded motion.
 - a. Motion passed unanimously by Roll Call Vote.
 - b. The Board ended Closed Session at 9:49 PM.
 4. R. Holohan made a motion to have Board return to reopen Regular Meeting Session. M. Nelson seconded motion.

Roll Call Vote

YAY

NAY

ABSTENTION

Brian Puetz

Mary Nelson

Ron Holohan

Jim Emanuels

Bonnie Windsor

Tracy Keyster via Zoom

Angie Dhall

- a. Motion passed unanimously by Roll Call Voice Vote.
 - b. Board entered back into Regular Session of the meeting at 9:51 PM.
- iv. Entered Regular Session of the meeting at 9:51 PM.
 - a. The Board discussed the next steps to address safety and personnel concerns with a written response to the community.

10. Announcements

- a. Next Board Meeting: 27 June 2022

11. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. M. Nelson seconded motion.

Roll Call Vote

YAY

NAY

ABSTENTION

Brian Puetz

Mary Nelson
 Ron Holohan
 Jim Emanuels
 Bonnie Windsor
 Angie Dhall

- i. Motion passed unanimously.
- ii. Meeting adjourned at 10:00 PM.

Respectfully submitted by Angie Dhall, Trustee Secretary

ATTACHMENTS:

Circulation and Programming Statistics

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					May					May				
June					June					June				
Total	467	42	2427	251	Total	674	39	81	26	Total	7343	235	6804	36

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		0			
June		0			
Total	71,954	6,405	3,078	1,821	1,506

