

**Dunlap Public Library District**

**Regular Board Meeting**

**26 September 2022, 6 PM**

**1. Call to Order/Roll Call**

- a. President M. Nelson 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 were present:
  - i. M. Nelson, J. Emanuels, B. Puetz, R. Holohan, T. Keyster, B. Windsor, and A. Dhall
  - ii. Present Also: Director Keyes-Kaplafka
  - iii. Guest(s) Present: None

**2. Public Comment-None**

**3. Consent Agenda**

- a. Departmental Reports
  - i. Entered into the Record by Consent Agenda
- b. Approval of 22 August 2022 Minutes- pulled from the Consent Agenda
  - i. B. Puetz made a motion to approve both the *22 August 2022 Minutes and the 15 September 2022 Minutes* with corrections. T. Keyster seconded motion. Motion passed unanimously.
- c. Approval of 15 September Minutes- pulled from the Consent Agenda
  - i. See Consent Agenda 3.b.i- motion which was made
- d. Policy on Public Participation at Board Meetings- removed from the Consent Agenda
  - i. Pulled from the Consent Agenda because it was reviewed at August meeting

**4. Finances**

- a. Treasurer's Report by R. Holohan  
Regarding the 31 August 2022 accounting reports:
  - i. DPLD Balance Sheet
    1. Total assets of \$3,034,622.68 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. For this same time last year in September 2021, we reported assets of \$3,043,380.95.
    2. Our budget projects a tax revenue of \$699,300.13. Of this amount, \$420,692.14 has been received, or 60%.
  - ii. DPLD Budget
    1. Our overall expenditures this second month of the FY2022-23 budget are a little under 15%, within our anticipated expenditures. Areas in which expenses are significantly running ahead are legal fees (55.27% expended), Board/Staff Development (26.49%), equipment repair (23.75%), and library materials (20.17% expended).
      - a. R. Holohan added that some budget expenditures will be higher in beginning of a Fiscal Year due to be paying upfront at the beginning of FY for example- membership fees.
    2. The auditor recommended to the library's accountant to move funds from Maintenance to Corporate \$1380.00 and \$1010.00 from Tort to Corporate.
      - a. B. Windsor asked why this was being done.

- i. Next month there will be a physical copy of auditor's report for review along and auditor will be in person at meeting.
  - b. Consideration of Financial Matters
    - i. R. Holohan also reported on a question from FY2022 Minute Audit Report from the August Meeting in which B. Windsor asked R. Holohan to check into Treasurer's Reports from January through May 2022. There were questions concerning monies received as "101%" and there is confusion about these numbers.
      - 1. R. Holohan and A. Dhall will meet to go over minutes and Treasurer's Reports from the months in questions and report back at the October meeting.

## 5. Director's Report

- a. Administration/Community
  - i. Agreement with DGS-Evacuation Plan
  - ii. Main liaison with Amanda, Strat Plan consultant
  - iii. Completed FY2022 Minute Audit Updates
  - iv. Scheduled DPLD at Fire District Pancake Breakfast (27 August)
  - v. Attended WOT (Wheels O' Time) meetings
  - vi. Auditor on site (30 August)- no missing documents. Auditor will have a written audit document available for October meeting and will attend in person for questions
  - vii. Arranged to receive \$3,790 in free electronic Lego kits from Richton Park Public Library
  - viii. Hosted Rural Directors Meeting on 16 September (27 Attendees)- Library Attorney Phil Lenzini was a guest speaker. He discussed many new Illinois State laws regarding libraries.
  - ix. Webinars attended:
    - 1. Disaster Planning and Response for Libraries of Any Size
    - 2. Covid, Monkeypox, and the Next Pandemic: How Libraries Can Prepare
- b. Facilities, etc.
  - i. Fritch replaced filters on 25 August
    - 1. HVAC Quote – see New Business
  - ii. Annual meeting with Tim, owner of Jacobs Brothers Commercial Cleaning
  - iii. Scheduled for parking lot restriping
  - iv. Approved quote for sidewalk recaulking-old caulking was old and cracked
  - v. Attempting to obtain answer from Bishop Brothers re: south facing windows- will continue to try and get a response
  - vi. Obtained quote for female sanitary products for public restrooms- other libraries do this and still looking into but no decision made
  - vii. Had Thompson Electronics reset the security panel clock-issues
    - 1. T. Keyster asked if about replacing with new panel because of the many issues and for security reasons. Director L. Keyes-Kaplafka will investigate and report back.
  - viii. Had Brian Stanley (Handyman) cleaned the frames of opened windows (see photos)
    - 1. The frames to the recollection of longtime staff, have not been cleaned in the past fourteen years since building was built
  - ix. Bulbs and ballasts replaced in one large pendant light; others inspected by S&S Lighting
- c. RAILS/RSA/State Library
  - i. New Item types changed
  - ii. IPLAR submitted

- iii. RSA Board term ended
- iv. RSA Membership Level Committee met
- d. Personnel
  - i. Employee Assistance Program- see New Business
  - ii. Employee Discipline- See New Business
  - iii. Marissa-ICC Student- works 4 afternoons and week
  - iv. Assigned mandatory Sexual Harassment Prevention Training to all staff
- e. Upcoming Dates to keep in mind:
  - i. 29 September (working remotely)
  - ii. 12-14 October- Iowa Library Association Conference (away from Library)
  - iii. 2-3 November (working remotely)
- f. Circulation and Programming Statistics
  - i. Programming definitions changed
    - 1. Changes in programming data required for IPLAR
    - 2. There were twelve data numbers for programming asked previously now state is asking for sixty different data numbers
    - 3. Director Keyes-Kaplafka reported and presented a new chart to make gathering data easier in future
  - ii. See Below

## **6. Unfinished Business**

- a. Strategic Planning Discussion
  - i. Director Keyes-Kaplafka had a request to reach out to people within the community to participate in focus groups for Strategic Planning
    - 1. Remaining focus groups will be virtual
  - ii. Director Keyes-Kaplafka reported that there have been issues with A. Standerfer, Fast Forward Libraries LLC consultant, has not been receiving some responses from the planning team
    - 1. T. Keyster reported that she had had some technical issues when sending response
  - iii. T. Keyster and J. Emanuels asked that circulation staff talk with patrons about the need for focus group participants
- b. Patron Conduct Policy – Review and Approve
  - i. Director Keyes-Kaplafka presented to the Board for Review the Patron Conduct Policy
  - ii. Reviewed by Board
    - 1. No new updates

## **7. New Business**

- a. Study Room Policy – Review
  - i. Director Keyes-Kaplafka presented to the Board for Review the Study Room Policy
    - 1. Only change was updated dates
    - 2. No other changes
    - 3. R. Holohan made a motion to approve as is. J. Emanuels seconded motion. Motion passed unanimously.
- b. HVAC Quote
  - i. Director Keyes-Kaplafka presented to the Board proposal by Fritch concerning a new ERV (Energy Recovery Ventilation)

- ii. The Fritch technician recommended replacing the system because it is original to the building and found that there was too much moisture in the building which was concerning because of Library's collection of print material
  - 1. High humidity due to moisture
  - 2. Rust on filters
- iii. Two furnace units were replaced in February 2021
- iv. Board asked Director Keyes-Kaplafka to follow-up on questions the Board such as breakdown on how the systems works, how it deals with humidity, and cost break down
- v. Tabled – Director Keyes-Kaplafka will gather more information and come back to the Board
- c. Library Trustee Ethics Statement – Trustees reviewed, signed document, and returned to Director Keyes-Kaplafka.
- d. Unpaid Bills
  - i. Director Keyes-Kaplafka presented to the Board as requested last year an update on unpaid bills
  - ii. Discussion by Board
    - 1. Question asked by J. Emanuels to inquire from other library districts what the normal cost/price of is of doing business
      - a. What is a reasonable loss of materials that a library district can or will absorb
      - b. Have other libraries done a study concerning this issue
- e. General Election State Holiday 2022
  - i. Director Keyes-Kaplafka discussed with the Board that this date is a “minor holiday” and we as a library district can choose to close or be open
    - 1. Board chose to follow decision in December 2021 when planning calendar to remain open Election Day (November 8, 2022)
- f. Employee Assistance Program Proposal
  - i. Director Keyes-Kaplafka presented to the Board the proposal and provided another survey on feedback by library staff
    - 1. Currently the Director is making a recommendation to not proceed due to lack of interest by staff provided by the survey
      - a. Will revisit in six to nine months with a staff survey
- g. Tax Levy Ordinance 2022-2023-03
  - i. Director Keyes-Kaplafka presented to the Board the Tax Levy Ordinance 2022-2023-03
  - ii. B. Puetz made a motion to approve the Tax Levy Ordinance 2022-2023-03. R. Holohan seconded motion. Motion passed.
- h. Personnel [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]
  - i. Director Keyes-Kaplafka informed the Board of disciplinary action taken for a staff member

## **8. Announcements**

- a. Next Regular Board Meeting: 24 October at 6:00 PM
  - i. J. Emanuels announced he would not be at meeting
- b. Strat Plan Board “Retreat”: 14 November at 5:30 PM

## **9. Adjournment**

- a. A. Dhall made a motion to adjourn the meeting. T. Keyster seconded motion. Motion passed unanimously. Meeting adjourned at 8:01 PM.

Respectfully submitted by Angie Dhall, Trustee Secretary

**ATTACHMENTS:**

Adult	Program Attendance FY 2023 (Live)						Program Attendance FY 2023 (Passive)					
	On-site/At Library		Virtual		Offsite		On-site/At Library		Virtual		Offsite	
	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs
July	75	18	103	24	0	0	0	0	0	0	0	0
August	70	13	193	25	0	0	0	0	0	0	0	0
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
<b>Total</b>	<b>145</b>	<b>31</b>	<b>296</b>	<b>49</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Young Adult	Program Attendance FY 2023 (Live)						Program Attendance FY 2023 (Passive)					
	On-site/At Library		Virtual		Offsite		On-site/At Library		Virtual		Offsite	
	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs
July	12	1	0	2	0	0	0	0	0	0	0	0
August	17	1	14	2	0	0	1	1	0	0	0	0
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
<b>Total</b>	<b>29</b>	<b>2</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Youth 6-11	Program Attendance FY 2023 (Live)						Program Attendance FY 2023 (Passive)					
	On-site/At Library		Virtual		Offsite		On-site/At Library		Virtual		Offsite	
	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs
July	0	0	0	0	194	5	246	5	0	0	0	0
August	167	3	0	0	0	0	224	6	0	0	0	0
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
<b>Total</b>	<b>167</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>194</b>	<b>5</b>	<b>470</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Youth 0-5	Program Attendance FY 2023 (Live)						Program Attendance FY 2023 (Passive)					
	On-site/At Library		Virtual		Offsite		On-site/At Library		Virtual		Offsite	
	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs
July	152	15	0	0	24	1	0	0	0	0	0	0
August	285	8	0	0	13	1	0	0	0	0	0	0
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
<b>Total</b>	<b>437</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

General Audience	Program Attendance FY 2023 (Live)						Program Attendance FY 2023 (Passive)					
	On-site/At Library		Virtual		Offsite		On-site/At Library		Virtual		Offsite	
	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs
July	0	0	0	0	0	0	0	0	0	0	891	1
August	0	0	0	0	0	0	0	0	0	0	717	1
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1608</b>	<b>2</b>

<b>Circulation FY2023</b>	<b>Physical Items</b>	<b>Electronic Items TOTAL</b>	<b>Overdrive Items</b>	<b>Axis 360 Items</b>	<b>Hoopla Items</b>
July	7,894	899	445	217	237
August	7,001	819	408	152	259
September		0			
October		0			
November		0			
December		0			
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
<b>Total</b>	<b>14,895</b>	<b>1,718</b>	<b>853</b>	<b>369</b>	<b>496</b>