Dunlap Public Library District

Board Meeting

27 February 2023

1. **Call to Order/Roll Call**
   a. Vice-President J. Emanuels called the meeting to order of the Dunlap Public Library Board of Trustees at 6:03 PM in the meeting room.
   b. Roll Call:
      i. Members Present: J. Emanuels, B. Windsor, and A. Dhall
      ii. Absent Members: M. Nelson, B. Puetz, R. Holohan, and T. Keyster
      iii. Quorum was not established.
   c. Present Also: Director Keyes-Kaplafka
   d. Guest(s) Present: None

2. **Public Comment-** None

3. **Consent Agenda-**
   a. Departmental Reports
   b. Approval of 28 November 2022 Minutes
   c. Personnel Policy
   d. Tabled due to lack of quorum

4. **Finances**
   a. Treasurer's Report by R. Holohan – written report of which Director Keyes presented in absence of R. Holohan to the Board present for review
   Regarding the December 31, 2022 accounting reports:
      i. DPLD Balance Sheet
         1. Total assets of $ 2,935,535.32 are held in an Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. At a similar time last year, January 24, 2022, assets were $2,963,271.83.
         2. Our budget projects a tax revenue of $699,300.13. Of this amount $692,836.32 has been received or nearly 99%.
      ii. DPLD Budget
         1. Our overall expenditures are a little over 52% of the FY 2022-23 budget, a bit under prorated amount for the period. Areas in which expenses are significantly running ahead are Maintenance Expenses (143% expended), Mileage (102% expended), Legal Fees (94%), Postage (71%). Equipment Repair (77%), and Pest Control (77%).
   b. Consideration of Financial Matters

       i. As directed by the Board, $1 million was invested in certificates of deposit on February 1, 2023 through a CDARS program at Better Banks. All the funds are FDIC insured. The CDS are for 13-weeks and will earn 4.29% interest or $42,900. Since the money for the investment is being taken out of three different funds, our accountant recommended that they be in invested in three different CDS:

              $200, 000 CD from Corporate
              $300,000 CD from Working Cash
              $500,000 CD from Tort

         1. At the maturity of the CDs, the interest earned will be put back into each of these funds.
            Director Keyes-Kaplafka will have R. Holohan update the Board on this section.

      ii. The Library District's auditing company has increased their fee for this year. (Audit is done in August each year). Director Keyes-Kaplafka reviewed with R. Holohan, and his recommendation was to continue with present auditing company.

   c. Fines & Fees Discussion
      i. Director Keyes-Kaplafka presented the steps and timeline to go Fine Free
         1. There should be a plan by the Board to publicize and kickoff the plan to go fine free
         2. There will need to be a vote by the Board in the future

5. Director's Report
   a. *Administration/Community*
      i. Main liaison with Amanda, Strat Plan consultant
      ii. Attended Wheels O Time Board Meeting
      iii. Would the Board want to adopt a Remote Attendance Policy – Director Keyes-Kaplafka explained the reason behind such a policy and will draft one for future consideration
      iv. Met with Brad Zeone, Insurance Broker
      v. Met with Better Banks, arranged for CDs
      vi. Hosted Library Directors Book Club on 1 February
      vii. Partnering with PPL and other organizations for "Central Illinois Reads" events
      viii. Webinars attended:
         1. De-escalation: A Crucial Tool in Libraries for Promoting Intellectual Freedom
         2. Hiring Library Staff Best Practices for the Interviewer
         3. 2023 AARP Community Challenge Grant Webinar
   b. *Facilities, etc.*

   i. Phone Extensions/ Melissa's permanent desk moved around
   ii. TBS Print control software installed on all computers
   iii. Trex Bench ordered- Trex gifted a bench after the Library gave them over five hundred pounds of plastic to be recycled
   iv. Completed Staff Work Room repair project

  c. RAILS/RSA/State Library
   i. Attended RAILS- hosted EDI Learning Cohort
   ii. Attended RSA Users Group Meeting
     1. ARSA is starting a long-term change process
   iii. Nominated to sit on ILA Board
   iv. Completed (Annual) ILLINET Survey
   v. Completed Annual Certification

  d. Personnel
   i. All Staff Meeting 6 February- training on TBS Software, and discussion on WorkFlows search tips
   ii. Welcomed Chase, ICC Intern- working on different projects

  e. Upcoming Date(s) to Keep in mind:
  f. Circulation & Programming Statistics
   i. See Attachments

6. **Unfinished Business**
 a. Insurance Renewal- Tabled

7. **New Business**
 a. Hotspot Lending Policy
   i. Director Keyes-Kaplafka presented the Hotspot Lending Policy – Tabled

 b. Voluntary COVID Vaccine Policy
   i. Director Keyes-Kaplafka presented the Voluntary COVID Vaccine Policy
     1. Recommendation is to rescind it
     2. Tabled
 c. 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 gave feedback concerning a personnel situation

8. **Announcements**
 a. Next Regular Board Meeting: 27 March at 6:00PM
 b. A. Dhall informed the Board that the County Clerk's Office has sent out the Statement of Economic Interest Notice for all Trustees. They need to be filed by May 1st.

9. **Adjournment**

a. Acting as President, Vice-President J. Emanuels asked all those in attendance if they would like to end the meeting at 6:53 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	151	26	164	27	0	0	0	0	0	0	0	0
October	155	25	240	33	0	0	23	2	16	3	0	0
November	76	17	196	25	0	0	25	1	1	1	1	1
December	97	19	163	24	0	0	0	0	0	0	0	0
January	113	18	198	30	0	0	0	0	0	0	0	0
February												
March												
April												
May												
June												
Total	737	136	1257	188	0	0	48	3	17	4	1	1

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	66	7	8	2	0	0	0	0	0	0	0	0
October	36	7	4	2	0	0	19	5	0	0	0	0
November	19	4	8	2	0	0	8	1	0	0	0	0
December	10	2	0	0	0	0	0	0	0	0	0	0
January	34	4	0	0	0	0	0	0	0	0	0	0
February												
March												
April												
May												
June												
Total	194	26	34	10	0	0	28	7	0	0	0	0

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	8	3	0	0	0	0	221	4	0	0	0	0
October	18	2	0	0	0	0	188	5	0	0	0	0
November	329	5	0	0	0	0	144	6	0	0	0	0
December	65	4	0	0	0	0	183	4	0	0	0	0
January	55	5	0	0	0	0	185	7	0	0	0	0
February												
March												
April												
May												
June												
Total	642	22	0	0	194	5	1391	37	0	0	0	0

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	247	10	0	0	4	1	202	7	0	0	0	0
October	177	10	0	0	38	1	175	6	0	0	0	0
November	165	10	0	0	0	0	115	3	0	0	0	0
December	157	10	0	0	0	0	180	2	0	0	0	0
January	277	13	0	0	0	0	105	2	0	0	0	0
February												
March												
April												
May												
June												
Total	1460	76	0	0	79	4	777	20	0	0	0	0

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	0	1	0	0	0	0	0	1	0	0	568	1
October	23	1	25	1	151	1	0	0	0	0	799	1
November	0	0	0	0	0	0	0	0	0	0	0	0
December	115	3	0	0	0	0	0	0	0	0	0	0
January	18	1	0	0	0	0	0	0	0	0	0	0
February												
March												
April												
May												
June												
Total	156	6	25	1	151	1	0	1	0	0	2975	4