

Dunlap Public Library District

Board Meeting

24 April 2023

1. Call to Order/Roll Call

- a. President M. Nelson called the meeting to order of the Dunlap Public Library Board of Trustees at 6:04 PM in the meeting room.
- b. Roll Call:
 - i. Members Present: M. Nelson, J. Emanuels, B. Windsor, R. Holohan, and A. Dhall
 - ii. Absent Members: B. Puetz
- c. Present Also: Director Keyes-Kaplačka
- d. Guest(s) Present: Melissa Weyeneth, Kelly Kerckhove, Stacey DelVecchio, Tom Custis, and Amy Edgar (entered at 6:08)

2. Public Comment- None

3. Consent Agenda-

- a. Departmental Reports
- b. Approval of 27 March 2023 Minutes
- c. Hotspot Lending Policy
- d. Voluntary COVID Vaccine Policy
- e. General Policy
- f. Electronic Meeting Policy
- g. Indemnification and Insurance Policy
- h. Entered into Record by Consent Agenda

4. Finances

- a. Treasurer's Report March 2023 by R. Holohan –
Regarding the March 31, 2023 accounting reports:
 - i. DPLD Balance Sheet
 1. Total assets of \$ 2,862,352.77 are held in an Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. At a similar date last year, March 22, 2022, assets were \$2,854, 676, 71.
 2. Our budget projects a tax revenue of \$699,300.13. Of this amount \$692,836.32 has been received or nearly 99%. We do not anticipate any more tax revenue.
 - ii. DPLD Budget
 1. Our overall expenditures are a little over 66% of the FY 2022-23 budget, well under the prorated amount for the period (75%). Areas in which expenses are significantly running ahead are Maintenance Expenses (155% expended), Mileage (111%), Postage Equipment Repair (77%), and Legal Fees (99%).
- b. Consideration of Financial Matter
 - i. Our \$1,000,000 investment with Better Banks comes to maturity at the end of this month at the rate of 4.29 per cent return. The current rate for another 13-week investment is 4.6%.

- i. With the Board's consent by motion at the March 2023 meeting concerning reinvestment of the monies, R. Holohan reported that it looks like we may run ahead.
 - ii. Director Keyes-Kaplaafka reported information from the auditor concerning the interest gained from the investments are as follows:
 - Interest from corporate monies should go to Corporate Fund
 - Interest from tort monies goes back into Tort Fund.
 - Interest from working cash fund can go to Corporate Fund.
 - Principal goes back to Working Cash Fund
 - iii. J. Emanuels asked to place on the May agenda another million to be invested for the Strategic Planning Fund.
- c. Fines & Fees Discussion
- i. Director Keyes-Kaplaafka presented to the Board a document reporting bills unpaid of Dunlap Public Library District materials from local user libraries.
 - ii. Discussion
 - 1. Director Keyes-Kaplaafka is concerned about items lost that never come back.
 - 2. B. Windsor asked staff members in attendance as guests if they wanted to go fine free.
 - a. M. Weyeneth does not want to go totally fee free because books that have been lost need to be replaced.
 - b. K. Kerckhove still agrees with the Library Association and has not changed her opinion. She still believes in going fine free.
 - c. M. Weyeneth mentioned local libraries that are fine free. Patrons have commented they only come for library card and will go to other libraries to check out materials.
 - d. A. Edgar talked about the "goodwill" of being fine free.
 - i. American Library Association sees a trend toward going fine free.
 - ii. Confusing to patrons as which libraries are fine free.
 - 3. J. Emanuels commented that in the Strategic Plan meetings that Amanda Standerfer, Fast Forward Libraries, suggested that it is a goodwill gesture to library patrons.
 - 4. J. Emanuels made a motion that our library will go fine free, and our overdue materials will not be fined. B. Windsor seconded motion. Motion passed unanimously.
 - 5. Timeline for plan to be fine free
- d. FY2024 Budget- Draft
- i. Director Keyes-Kaplaafka presented to the Board the FY2024 Budget Draft.
 - 1. Laura Keyes-Kaplaafka presented the FY2024 Budget Draft to the Board. She discussed her concerns and shortfalls in the budget draft.
 - 2. Discussion
 - 3. Director Keyes-Kaplaafka and R. Holohan will be meet and comeback in May.

5. Director's Report

a. Administration/Community

- i. Learning how to implement the Strategic Plan
 - 1. Rural Directors Meeting with Phil Lenzini scheduled: 15 September
- ii. Drafted Patron Conduct Procedures for Staff
- iii. National Library Week
- iv. Friends of the Library- moving forward with Friends of Library with four meetings this next week
- v. Met with Dr. Karl Jung of Bradley University re: STEM events for kids
- vi. Awarded \$2,000 grant to purchase STEM kits but have not received yet

- vii. Webinars attended:
 - 1. Under Scrutiny: Helping Staff Feel Safe and Empowered in the Face of Book Challenges
 - 2. RAILS EDI Learning Cohort
- viii. Upcoming Discussion on Decennial Committee:
 - 1. Two Residents need to be recruited
- ix. Upcoming Policies to be reviewed in May:
 - 1. Capitalization Policy
 - 2. Reference Policy
- b. *Community*
 - i. Interviewed by HS Students for media class
 - ii. Continuing to partner with Central Illinois event -listed on library Facebook page/website
 - iii. Agreed to partner (again) with Wheels O Time for children's events this summer-Amy Edgar has become quite popular and is wanted with programming at other locations
- c. *Facilities, etc.*
 - i. Fire Extinguishers inspected
 - ii. Fire Sprinkler inspection scheduled
- d. *RAILS/RSA/State Library*
 - i. Submitted proposal to speak at the 2023 ILA Conference
 - ii. Hosted Library Directors Book Club
 - iii. Attended Meet & Greet for the new RAILS ED
- e. *Personnel*
 - i. Three applicants for Substitute Circulation Clerk
 - ii. Elsewhere on agenda
- f. *Upcoming Date(s) to Keep in mind:*
 - i. Friends of the Library
- g. *Circulation & Programming Statistics*
 - i. See Attachments

6. Unfinished Business

- a. Strategic Plan
 - i. Director Keyes-Kaplačka presented to the Board the final Dunlap Public Library District Strategic Plan 2023-2026 one-page document provided by Amanda Standerfer, Fast Forward Libraries.
 - 1. Discussion on how to advertise to the public
 - ii. R. Holohan made a motion to adopt the Strategic Plan 2023-2026 as presented. J. Emanuels seconded motion. Motion passed unanimously.

7. New Business

- a. Bylaws
 - i. Director Keyes-Kaplačka presented the Board of Trustee Bylaws to the Board for review.
 - 1. Board reviewed and discussed.
 - 2. A. Dhall made a motion to approve the Board of Trustee Bylaws with changes recommended. R. Holohan seconded. Motion passed unanimously.
- b. Technology Plan
 - i. Director Keyes-Kaplačka presented to the Board for review the Technology Plan.
 - 1. Board reviewed and discussed.
 - 2. R. Holohan made a motion to approve the Technology Plan with changes recommended. A. Dhall seconded. Motion passed unanimously.

- c. Policy on Photography
 - i. Director Keyes-Kaplaafka presented to the Board for review the Policy on Photography and Recording on Library Premises
 - 1. Board reviewed and discussed the policy.
 - 2. A. Dhall made a motion to approve the policy as presented. J. Emanuels seconded. Motion passed unanimously.
- d. Tort Levy Expenditures/ Risk Management
 - i. Director Keyes-Kaplaafka presented to the Board for review the Tort Levy Expenditures/ Risk Management Policy.
 - 1. Board reviewed and discussed.
 - 2. R. Holohan made a motion to approve with the changes recommended the Tort Levy Expenditures/Risk Management Policy. J. Emanuels seconded. Motion passed unanimously.
- e. Approval of New Job Description
 - i. Director Keyes-Kaplaafka presented to the Board a new job description for Maintenance Technician for the Board to review and approve
 - a. Up to 10 hours a week
 - b. Half would be out of the maintenance budget and half from tort
 - 2. B. Windsor made a motion to approve the job description for Maintenance Technician as presented. J. Emanuels seconded motion. Discussion. Motion passed unanimously.
- f. Statement of Economic Interests
 - i. Director Keyes-Kaplaafka informed the Board that these statements are due at beginning of May. Please turn a copy of receipt/confirmation to Director Keyes-Kaplaafka.
- g. Patron Conduct Procedures
 - i. Director Keyes-Kaplaafka presented to the Board the Patron Conduct Procedures document.
- h. Employee Assistance Program
 - i. Director Keyes-Kaplaafka followed-up with Employee Assistance Program that was presented earlier in the fiscal year. There were no real changes by the staff currently.
- i. Review of Closed Minutes
 - i. The Committee on Audit of Minutes for FY2022 Minutes which included Mary Nelson and Bonnie Windsor put forth their recommendations of corrections to FY2022 Meeting Minutes.
 - ii. Review of Closed Meeting Minutes
 - 1. The committee recommended keeping closed the following minutes: January 7, 2019, November 23, 2020, May 23, 2022, November 28, 2022.
 - 2. The committee recommended opening the following minutes: June 28, 2021 and June 27, 2022.
 - a. Discussion.
 - iii. J. Emanuels made a motion open June 28, 2021 but keep closed June 27, 2022 and the other recommended closed minutes (January 7, 2019, November 23, 2020, May 23, 2022, and November 28, 2022). B. Windsor seconded motion. Motion passed unanimously.
- j. Resignation of T. Keyster
 - i. T. Keyster officially resigned as a Trustee.
- k. Appointment of New Trustee [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(3)]
 - i. Remaining in open session, the Board discussed the now open Trustee position left by T. Keyster upon her resignation.
 - ii. The Board spoke with guest T. Custis, who had previously completed a Dunlap Public Library District's Trustee Applicant Interview Questions, about his willingness to become a Trustee.

1. R. Holohan made a motion to have Tom Custis to fill T. Keyster's remaining term. A. Dhall seconded the motion. Motion passed unanimously.
- iii. Note that Stacey DelVecchio was elected to the trustee position held by B. Puetz in the 2023 Consolidated General Election held in April.
 1. Director Keyes-Kaplaflka, as a notary, will swear in S. DelVecchio since she will be unable to attend the May meeting.
- I. Personnel [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]
 - i. B. Windsor made a motion to move to Closed Session at 8:20PM. A. Dhall seconded motion.
 1. Motion passed unanimously by Roll Call Vote at 8:20PM.
 - ii. Board entered Closed Session at 8:20 PM.
 - iii. J. Emanuels made a motion to begin Closed Session. B Windsor seconded motion.
 1. Motion passed by Roll Call Vote unanimously at 8:21 PM.
 2. Board began Closed Session at 8:21 PM.
 - a. Personnel Discussion. [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]
 - b. Discussion concerning personnel
 3. B. Windsor made a motion to end the Closed Session. R. Holohan seconded motion.
 - a. Motion passed unanimously by Roll Call Vote.
 - b. The Board ended Closed Session at 8:29 PM.
 4. A. Dhall made a motion to have Board reopen Regular Meeting Session. R. Holohan seconded motion.
 - a. Motion passed unanimously by Roll Call Vote.
 - b. The Board entered back into Regular Session of the meeting at 8:29 PM.

8. Announcements

- a. Next Regular Board Meeting: 22 May at 6:00PM

9. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. B. Windsor seconded. Motion passed unanimously. Meeting adjourned at 8:30 PM.

Respectfully submitted by Angie Dhall, Trustee Secretary

ATTACHMENTS:

Circulation FY2023	Physical Items	Electronic Items TOTAL	Overdrive Items	Axis 360 Items	Hoopla Items
July	7,894	899	445	217	237
August	7,001	819	408	152	259
September	6,589	751	340	143	268
October	6,628	707	292	144	271
November	6,123	799	380	130	289
December	5,503	821	368	162	291
January	6,373	900	392	156	352
February	6,307	864	354	169	341
March	6,967	899	402	166	331
April		0			
May		0			
June		0			
Total	59,385	7,459	3,381	1,439	2,639

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	153	23	147	25	0	0	0	0	0	0	0	0
March	134	21	177	27	0	0	0	0	0	0	0	0
April												
May												
June												
Total	1024	180	1581	240	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	20	5	10	1	0	0	0	0	0	0	0	0
March	55	7	0	0	0	0	0	0	0	0	0	0
April												
May												
June												
Total	269	38	44	11	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	57	6	0	0	0	0	173	5	0	0	0	0
March	130	5	0	0	0	0	44	5	0	0	0	0
April												
May												
June												
Total	829	33	0	0	194	5	1608	47	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	280	11	0	0	0	0	145	2	0	0	0	0
March	325	14	0	0	0	0	60	2	0	0	0	0
April												
May												
June												
Total	2065	101	0	0	79	4	982	24	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	55	1	0	0	0	0	20	1	0	0	0	0
March	0	0	0	0	0	0	30	1	0	0	0	0
April												
May												
June												
Total	211	7	25	1	151	1	50	3	0	0	2975	4