

Dunlap Public Library District

Board Meeting

26 June 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, T. Custis, S. DelVecchio, B. Windsor, and A. Dhall
 - ii. Absent Members: R. Holohan
- c. Present Also: Director Keyes
- d. Guest(s) Present: Jessica Gingerevans, Peggy Perkins, Brian Budzynski, and Anne Coghill
 - i. Staff: Melissa Weyeneth

2. Public Comment- None

3. Board Officer Elections

- a. Nomination and Election of Board Officers for FY2024.
 - a. B. Windsor nominated Mary Nelson for Board of Trustee President. J. Emanuels seconded motion. Motion passed unanimously.
 - b. A. Dhall nominated Jim Emanuels for Board of Trustee Vice- President. B. Windsor seconded motion. Motion passed unanimously.
 - c. B. Windsor nominated Angie Dhall for Board of Trustee Secretary. J. Emanuels seconded motion. Discussion. A. Dhall accepted the nomination with the caveat that she would begin “training” another person to take over in the future. S. DelVecchio is willing. Motion passed unanimously.
 - d. M. Nelson nominated Tom Custis for Board of Trustee Treasurer. J. Emanuels seconded motion. Discussion. R. Holohan has been working recently with T. Custis to catch him up concerning the position. Motion passed unanimously.

4. Consent Agenda-

- a. Departmental Reports
- b. Approval of 23 May 2023 Minutes by motion.
 - i. S. DelVecchio made a motion to accept the 23 May 2023 Meeting Minutes and the Closed Session Minutes. A. Dhall seconded motion. Discussion. Motion passed unanimously.
- c. Capitalization Policy
- d. Reference Policy
- e. Entered into Record by Consent Agenda including acceptance of the May Minutes by motion.

5. Friends of the Library Report

- a. Director Keyes welcomed the Friends of the Library members to the meeting.
 - i. Asked that the Trustees review the “Short Takes for Trustees- Working Effectively With Friends” document provided by United for Libraries.
- b. Friends of the Library members addressed the Board.
 - i. The Friends of the Library elected a Friends Board
 - ii. Discussed what the members have been doing to get the Friends group up and running
 - 1. Friends Vice-President Jessica Gingerevans reported to the Trustees that she and Anne Coghill have been working on by-laws for the Friends and should have a draft in the future.
 - 2. Looking into the 501c3 non-profit status or I70 status
 - 3. Would like to request seed money from the Board to be able to open a bank account, the fees for Secretary of State, and 501c3 status (if obtained).
 - a. S. DelVecchio made a motion to support the Friends of the Library by funding \$500 in seed money. A. Dhall seconded motion. Discussion. Motion passed unanimously.

6. Finances

- a. Treasurer’s Report June 2023 - R. Holohan submitted a written report and Director Keyes, in his place, reviewed it with the Board. Director Keyes stated that R. Holohan did not make any additional comments beyond the written report.

Regarding the May 23 and May 31, 2023 accounting reports:

- i. DPLD Balance Sheet

- 1. Total assets of \$2,789,715.71 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. At a similar date last year, June 11, 2022, assets were \$2,773,913.76.
- 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 about 80% of the FY 2022-23 budget, well under a prorated amount for the period (92%). Areas in which expenses are significantly running ahead are Mileage (197%), Maintenance Expenses (170% expended), Pest Control (111%), Electronic Resources (107%), Legal Fees (101%), Equipment Repair (102%), and Membership & Materials for Staff and Board Development (101%).

- iii. Other Information

- 1. In accord with the motion passed at our last Board meeting, Laura and I invested a total of \$558,000 in 13-week CDs at Better Banks, paying an annual interest rate of 4.94%. The money for the eight CDs were from the funds listed below, and the interest will be paid back into each of those funds:

Corporate	\$250,000
Building Maintenance	\$55,000
IMRF	\$52,000
Capital Projects	\$50,000

Special Reserve	\$50,000
Bond & Interest	\$36,000
Social Security	\$35,000
Audit	\$30,000

2. Discussion by Board concerning if more can from Corporate. Director Keyes will investigate and follow-up.
3. Budget question
 - a. Director Keyes explained personal property replacement tax is due to change at the state level. Question if this was asked by T. Custis if this was an allocation or catchup. It is catchup.

7. Director's Report

a. Administration/Community

- i. B&A Ordinance- fifteen minutes before a future Board Meeting
- ii. Director Keyes will publicize the B&A Ordinance hearing
- iii. Worked with Ron Holohan to open additional CDS
- iv. Registered for Association for Rural & Small Libraries Conference
- v. Gave Storytime (in Amy's absence) 14 June
- vi. Patron complaint situation regarding pets in the library
- vii. Reviewed/updated Donation Guidelines for Staff
- viii. Webinars attended:
 1. FOIA for Public Bodies
 2. Library 2.023: Banned Books and Censorship (Virtual mini conference)
 3. The Fight Against Book Bans: how do we Move Forward?
 4. An Overview of the Decennial Committee on Local Government Efficiency Act
 5. Applying for ALA Grants
- ix. Upcoming Policies to be reviewed in July:
 1. None

b. Community

- i. Working on documents, etc., for Decennial Committee
 - ii. Attended WOT Board Meeting 20 June
 - iii. Attended Community Foundation of Central Illinois Meeting 24 May
 - iv. Arranged to have two Central Illinois Reads programs presented at DPLD
 - v. Attended the Rural Directors Meeting 16 June
 - vi. Attended ARSL Neurodiverse Networking Group (virtually) 21 June
- c. *ALA Annual Conference*
- i. Friday afternoon to late Sunday night
 - ii. Met Awesome People (See Photos)
 - iii. Heard Awesome People
 - 1. Judy Blume
 - 2. Idina Menzel
 - 3. IL Secretary of State Alexi Giannoulias
 - 4. ALA President and Executive Director
 - iv. Very energizing!
 - v. Free stuff!!!!
 - 1. Showed all the “swag” and free books picked up from conference.
 - vi. Programs attended:
 - 1. News You Can Use- Books Under Fire: Law and the Right to Read, 2023
 - 2. Work/Life Balance for Library Leaders Who Do It All
 - 3. The Art of the Children’s Book: Everything I Learned, I Learned from the Muppets
 - 4. ARSL Member Meeting
 - 5. Dinovember in the Library
 - 6. Living History: Bringing the Old Frontier to Life in the New Frontier
- d. *Friends of the Library Group*
- i. Elsewhere on agenda
- e. *Facilities, etc.*
- i. Library Book Drop moved
 - ii. Staff Door mended; alarm is problematic
 - iii. PIPCO Inspection of dry sprinkler system
 - iv. Installation of bench

- f. *RAILS/RSA/State Library*
 - i. Orientation for ILA Board 8 June
 - ii. Visit from RAILS 25 June
- g. *Personnel*
 - i. Met with each staff member to review annual goals
- h. *Upcoming Date(s) to Keep in mind:*
 - i. 20-23 September, ARSL Conference (Wichita, KS)
 - ii. 24-26 October, ILA Conference (Springfield, IL)
 - iii.
- i. *Circulation & Programming Statistics*
 - i. See Attachments

8. Unfinished Business- None

9. New Business

- a. Circulation Policy
 - i. Director Keyes presented to the Board for review the Circulation Policy.
 - 1. Board reviewed and discussed.
 - 2. T. Custis made a motion to adopt the Circulation Policy with the two corrections noted. S. DelVecchio seconded motion. Motion passed unanimously.
- b. Policy on Program Participation
 - i. Director Keyes presented to the Board for review the Policy on Program Participation.
 - 1. Board reviewed and discussed.
 - 2. A. Dhall made a motion to approve as presented the Policy on Program Participation. J. Emanuels seconded. Motion passed unanimously.
- c. Personnel Policy
 - i. Director Keyes presented to the Board for review the Personnel Policy.
 - 1. Board reviewed and discussed.
 - 2. S. DelVecchio made a motion to approve the Personnel Policy as presented and effective July 1, 2023. T. Custis seconded. Discussion.

- a. S. DelVecchio amended her motion to be approved with an exception that the Health Insurance Section be removed. T. Custis seconded the amended motion. Discussion.

1. Board recommended that a letter be drafted by Director Keys concerning health insurance and brought to the July meeting.
2. Motion passed unanimously.

d. Bloodborne Pathogens Policy

- i. Director Keys presented to the Board for review the Bloodborne Pathogens Policy.

1. Board reviewed and discussed.
2. T. Custis made a motion to approve as presented the Bloodborne Pathogens Policy. S. DelVecchio seconded. Motion passed unanimously.

e. Donations and Gifts Policy

- i. Director Keys presented to the Board for review the Donations and Gifts Policy.

1. Board reviewed and discussed.
2. S. DelVecchio made a motion to approve as presented the Donations and Gifts Policy. A. Dhall seconded. Discussion. Motion passed unanimously.

f. Decision of FY2024 Regular Board Meeting Dates

- i. Director Keys presented to the Board for review the FY2024 Regular Board Meeting Dates.

1. Board reviewed and discussed.
2. A. Dhall made a motion to approve as presented the FY2024 Regular Board Meeting Dates. S. DelVecchio seconded. Discussion. Motion passed unanimously.

g. Non-Resident Cards

- i. There are very few areas near our district that are not part of an established library district.
- ii. J. Emanuels made a motion to declare that Dunlap Public Library District will not offer non-resident cards. S. DelVecchio seconded the motion. Motion passed unanimously.

- h. Director's Review [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]
 - i. J. Emanuels made a motion to move to Closed Session. S. DelVecchio seconded motion.
 - 1. Motion passed by unanimously at 7:25 PM.
 - 2. All non-Trustees left the meeting room.
 - ii. B. Windsor made a motion to go into Closed Session. S. DelVecchio seconded motion.
 - 1. Motion passed by unanimously at 7:26 PM.
 - 2. President M. Nelson called the Closed Session to order at 7:26 PM in the meeting room.
 - a. Director's Review 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. T. Custis made a motion to end the Closed Session. J. Emanuels seconded motion.
 - a. Motion passed unanimously.
 - b. The Board ended Closed Session at 7:38 PM.
 - 4. A. Dhall made a motion to have Board reopen Regular Meeting Session. S. DelVecchio seconded motion.
 - a. Motion passed unanimously.
 - b. The Board entered back into Regular Session of the meeting at 7:39 PM.
 - i. Director Keyes was asked to come back into meeting room.
 - iii. President M. Nelson informed Director Keyes that the Board was happy with her performance and her progress made in the goals set from last year's review.
 - 2. Director Keyes was asked to come up with two goals of which one pertaining to the library districts strategic plan.
 - 3. S. DelVecchio made a motion to give the Library Director a 6% raise effective July 1, 2023. T. Custis seconded motion. Discussion. Motion passed unanimously.

10. Announcements

- a. Next Regular Board Meeting: 24 July at 6:00PM

11. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. S. DelVecchio seconded. Motion passed unanimously. Meeting adjourned at 7:45 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	5,710	857	381	140	336
May	6,827	926	372	145	409
June		0			
Total	71,922	9,242	4,134	1,724	3,384

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	180	27	220	30	98	2	15	1	0	0	0	0
May	190	27	212	30	0	0	0	0	0	0	0	0
June												
Total	1394	234	2013	300	98	2	63	4	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	115	7	0	0	0	0	0	0	0	0	0	0
May	71	5	0	1	0	0	0	0	0	0	0	0
June												
Total	455	50	44	12	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	361	7	0	0	0	0
April	16	4	0	0	0	0	155	5	0	0	0	0
May	9	2	0	0	0	0	274	5	0	0	0	0
June												
Total	854	39	0	0	194	5	2354	59	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	165	3	0	0	0	0
April	298	13	0	0	0	0	310	2	0	0	0	0
May	319	12	0	0	22	1	212	1	0	0	0	0
June												
Total	2682	126	0	0	101	5	1609	28	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	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0
June												
Total	211	7	25	1	151	1	50	3	0	0	2975	4