

Dunlap Public Library District

Board Meeting

28 August 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 6:00 PM in the meeting room.
- b. Roll Call:
 - i. Members Present: M. Nelson, J. Emanuels, R. Holohan, T. Custis, S. DelVecchio, B. Windsor, and A. Dhall
 - ii. Absent Members: None
- c. Present Also: Director Keyes
- d. Guest(s) Present: None

2. Public Comment None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of 24 July 24 2023 Regular Minutes
- c. Approval of 24 July 2023 Closed Session Minutes
- d. R. Holohan made a motion to Enter into Record the Consent Agenda. S. DelVecchio seconded motion. Motion passed unanimously.

4. Friends of the Library Report

- a. Director Keyes reported on the Friends-
 - i. They are working/debating on the bylaws
 - ii. Consensus on applying for 501C3 status with the Internal Revenue Service
 - iii. Next Friends meeting is on 11 September 2023.

5. Finances

- a. Treasurer's Report August 2023 - by T. Custis
Regarding July 31, 2023 accounting reports:
 - i. DPLD Balance Sheet
 - 1. Total assets of \$3,110,927.57 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. As of July 31, 2023, we reported assets of \$3,048,243.08.
 - a. Good portion of this increase is investment income
 - 2. Our budget projects a tax revenue of \$724,993.19 for FY2023-24. Of this amount \$401,982.41 has been received or 55.5%.
 - ii. DPLD Budget

1. Our overall expenditures this first month of the FY2023-24 budget are 7.45% of anticipated annual expenditures. There were no line items with major unexpected variances.
- iii. CD Holdings
 1. Expiring CDs were renewed at current rates for 90 days. Long-term investment strategy will be reviewed prior to the next renewal.
 2. T. Custis would like to take a closer look long term and develop a strategy.
 3. If there are any other specific details or analytics that you would wish to see in future Treasurer's reports, please let him know.
- b. Consideration of Financial Matters
 - i. Cash Management Agreement (35-page document) with Better Banks
 1. Online accounts- those with access to online services
 2. Wire transfers were discussed

Note: All signers will be required to visit Dunlap Better Banks to sign papers.

6. Director's Report

- a. *Administration/Community*
 - i. Preparing for Audit
 - ii. IPLAR
 - iii. Trainings Attended:
 1. RAILS Introduction to Boundless
 2. Understanding Intellectual Freedom and Censorship
 - iv. Upcoming Policies to be reviewed in September:
 1. Identity Protection Policy- any comments contact Director Keyes
- b. *Community*
 - i. Decennial Committee Update- possible meeting in September
 - ii. Library as Polling Place
- c. *Facilities, etc.*
 - i. Garden worker done for this summer
 1. Summer workers have returned to college
- d. *Personnel*
 - i. All Staff Meeting 7 August
 1. Mental Health First Aid
 - a. Guest speaker spoke with staff which the staff appreciated
- e. *RAILS/RSA/State Library*
 - i. Scheduled Sensory Friendly Storytime Training- with the Central Illinois Center for Autism of Springfield via Zoom
 - ii. Hosted Tour for PPL Board Member and former Deputy Director
 - iii. Hosted Rural Library Directors Meeting on 21 August- next month the group will have opportunity to talk with Phil Lenzini about concerns they may have

- f. *Upcoming Date(s) to Keep in mind:*
 - i. 29 August- Laurie Halse Anderson Event
 - ii. 20-23 September, ARSL Conference (Wichita, KS)
 - iii. 24-26 October, ILA Conference (Springfield, IL)
 - 1. If any Trustees would like to attend for a day, please contact Director Keyes
- g. *Circulation & Programming Statistics*
 - i. See Attachments

7. **Unfinished Business-**

- a. FY2023 Minute Audit
 - i. The Committee on Audit for FY2022 Minutes which included R. Holohan and S. DelVecchio put forth their recommendations for corrections to the FY2022 Regular Minutes and which Closed Minutes should be open or remain closed
 - 1. Recommendation for rewording for clarification purposes in two instances to the following FY2023 Regular Minutes
 - a. July 2022 Regular Minutes
 - b. May 2023 Regular Minutes
 - 2. Recommendation that the Board follow-up on the following FY2023 Regular Minutes
 - a. July 25, 2022-360-degree evaluation recommendation for the Director
 - i. Follow-Up Response: Casual way to gather feedback from staff in December is being used
 - b. Regular updates for the Board on implementation of the Strategic Plan
 - i. Follow-Up Response: Consensus to do so biannually
 - c. Non-Resident Cards
 - i. Follow-Up Response: Director Keyes will research which current card holders may have been in the parts that have been annexed by the City of Peoria (therefore becoming Peoria Public Library patrons)
 - 1. Will draft a letter for those who may have been annexed
 - 2. B. Windsor went on the record stating that she does not want to take away cards from those who have been annexed.
 - d. A. Dhall made a motion to accept the Regular Minutes audit recommendation. DelVecchio seconded the motion. Motion passed unanimously.
 - 3. Review of Closed Meeting Minutes

- a. Committee recommended opening the following past closed minutes:

March 25, 2013	January 28, 2019	June 28, 2021
October 15, 2023	January 28, 2019	
- b. The committee recommended keeping closed the following minutes:

August 24, 2009	No Date Given	May 23, 2022
May 21, 2018	November 23, 2020	June 6, 2022
June 27, 2022	July 25, 2022	June 26, 2023
- c. R. Holohan made a motion to approve the minute audit as presented with the recommendations to open five of the recommended closed minutes and to keep closed the nine recommended closed minutes. T. Custis seconded the motion. Motion passed unanimously.
4. The Audit Committee also presented to the Board a list of guidelines used when reviewing the closed minutes as to which ones to open or keep closed.
 - a. Suggestions to use as an identification code instead of using names of staff in the Closed Minutes.

8. New Business

- a. Power companies-quotes
 - i. Director Keyes presented information concerning options for power sources
 1. Investigating and having conversations about best rates
 2. Discussion but no action taken
 3. Director Keyes will come back with more information next month
- b. Budget & Appropriation Ordinance (2023-2024-2)
 - i. J. Emanuels made a motion to approve as presented the Budget & Appropriation Ordinance (2023-2024-2). S. DelVecchio seconded motion. Discussion.

Roll Call Vote:

YEA: Nelson, J. Emanuels, R. Holohan, T. Custis, B. Windsor, Stacy DelVecchio, and A. Dhall.

YEA: 7

NAYS: None

ABSTENTION: None

Motion passed unanimously by Roll Call Vote.

AYES:7

NAYES:0

ABSENT: 0

ABSTAIN:0

- c. FOIA Policy
 - i. Director Keyes presented to the Board for review the Illinois Freedom of Information Act Policy.
 1. Board reviewed and discussed.

2. R. Holohan made a motion to approve with the changes as discussed. T. Custis seconded motion. Motion passed unanimously.
- d. IPLAR
 - i. Director Keyes reported that the FY2023 IPLAR was submitted.
 1. Director Keyes prepared and presented to the Board for review a memo which included data and statistics from questions on the IPLAR with comparisons to FY2022 IPLAR submission.
- e. Anti-Harassment Policy
 - i. Director Keyes Director Keyes presented to the Board for review the Anti-Harassment Policy.
 1. Board reviewed and discussed.
 2. T. Custis made a motion to approve with the changes as discussed. S. DelVecchio seconded motion. Motion passed unanimously.

9. Announcements

- a. Next Regular Board Meeting: 25 September at 6:00PM

10. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. S. DelVecchio seconded. Motion passed unanimously. Meeting adjourned at 7:54 PM.

Respectfully submitted by Angie Dhall, Trustee Secretary

ATTACHMENT:

Circulation FY2024	Physical Items	Electronic Items TOTAL	Overdrive Items	Axis 360 Items	Hoopla Items
July	8,302	1,100	527	250	323
August		0			
September		0			
October		0			
November		0			
December		0			
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
Total	8,302	1,100	527	250	323

Adult	Program Attendance FY 2024 (Live)						Program Attendance FY 2024 (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	228	30	93	24	0	0	10	1	0	0	0	0
August												
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	228	30	93	24	0	0	10	1	0	0	0	0

Young Adult	Program Attendance FY 2024 (Live)						Program Attendance FY 2024 (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	43	8	0	0	0	0	0	0	0	0	0	0
August												
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	43	8	0	0	0	0	0	0	0	0	0	0

Youth 6-11	Program Attendance FY 2024 (Live)						Program Attendance FY 2024 (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	5	79	0	0	262	4	251	5	0	0	0	0
August												
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	5	79	0	0	262	4	251	5	0	0	0	0

Youth 0-5	Program Attendance FY 2024 (Live)						Program Attendance FY 2024 (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	141	12	0	0	14	1	225	2	0	0	0	0
August												
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	141	12	0	0	14	1	225	2	0	0	0	0

General Audience	Program Attendance FY 2024 (Live)						Program Attendance FY 2024 (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	14	1	0	0	0	0	0	0	0	0	0	0
August												
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	14	1	0	0	0	0	0	0	0	0	0	0