

Dunlap Public Library District

Board Meeting

27 November 2023

1. Call to Order/Roll Call

- a. President M. Nelson called the meeting to order of the Dunlap Public Library District Board of Trustees at 6:00 PM in the meeting room.
- b. Roll Call:
 - i. Members Present: M. Nelson, J. Emanuels, T. Custis, R. Holohan, S. DelVecchio, and A. Dhall
 - ii. Absent Members: B. Windsor
- c. Present Also: Director Keyes
- d. Guest(s) Present: Diane Lehn

2. Public Comment- None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of 23 October 2023 Regular Minutes
- c. Display Policy
- d. Notary Services Policy
- e. Proctoring Policy
- f. S. DelVecchio made a motion to enter into the Record the Consent Agenda. J. Emanuels seconded motion. Motion passed unanimously.

4. Friends of the Library Report

- a. Director Keyes and Friends of the Library President D. Lehn presented to the Board the Memorandum of Understanding between the Dunlap Public Library District and the Friends of the Library.
 - i. It is a legal document that states specific details between the two organizations.
 - ii. Board Reviewed with input from Director Keyes and D. Lehn.
 - iii. S. DelVecchio made a motion to approve the Memorandum of Understanding between the Dunlap Public Library District and the

Friends of Library. R. Holohan seconded the motion. Discussion.
Motion passed unanimously.

5. Finances

a. Treasurer's Report November 2023- by T. Custis

Regarding the October 31, 2023 accounting reports:

i. DPLD Balance Sheet

1. Total assets of \$3,163,384.15 are held in Insured Cash Sweep (ICS) accounts and/or CDs at Better Banks. All DPLD investments are FDIC-insured. As of October 31, 2022, we reported assets of \$3,058,115.51. Also keep in mind we have paid down the principal on our outstanding bonds by \$170,000.

2. DPLD Budget

- a. Our budget projects a tax revenue of \$724,993 for FY2023-24. Of this amount \$708,063 has been received or 97.7%.
- b. Interest revenue significantly exceeds budget expectations.
- c. All expense categories are close to or below budgeted levels; in aggregate four-month total expenses are 26.6% of annual budgeted amounts.

b. Consideration of Financial Matters

i. CD Activity:

1. This month we renewed four existing CDs and added a fifth one (from the Tort Fund assets). Each of the new 5 CDs are for six-month duration.
2. In December nine more existing CDs will be maturing. Laura and will closely review our cash flow needs and will structure the new CDs and their maturities to safely maximize our interest return.

ii. T. Custis reported that revenues are running ahead by \$105,000.

1. J. Emanuels asked for a rundown of interest gained from CD interest return.

2. R. Holohan asked about budget. T. Custis stated that cash flow in corporate fund was to be negative. Expenses have been less than indicated and interest return is higher.

6. Director's Report

- a. *Freedom to Read Statement*- Director Keyes provided a document provided the American Library Association's Office for Intellectual Freedom.
- b. *Administration*
 - i. Inventory! (C-1) – presented to the Board for review the Inventory Report. Trustees reviewed it with Director Keyes
 - ii. Takeaways
 1. Items not inventoried had dropped from 2.1% to .8%
 2. Accurate lists help the library
 3. Accurate list of inventory helps the library help/serve patrons
 - iii. Trainings Attended: (C-2)
 1. Responding to & Investigating Hoax Bomb Threat hosted by FBI
 2. Conflict De-escalation in the Workplace
 3. Navigating Community Engagement
 - iv. Upcoming Policies to be reviewed in January
 1. Drug and Alcohol-Free Workplace Policy
 2. Confidentiality of Records Policy
- c. *Community*
 - i. Wheels O' Time Library- approached by President of Wheels of Time to catalog their collection
- d. *Facilities, etc.*
 - i. Fall Maintenance (B-2) – doors and emergency lights
 1. Electrician laid wire (B-2)- will allow Thompson electronics will be able to remote into fix issues
 2. Repaired Quote in Women's Restroom wall (B-2)
 3. One laptop died
 4. Free kids' chairs (B-2)- at the Rural Libraries meeting a library furniture vendor was there and Director Keyes asked him about

furniture and the vendor gave her two free chairs which are in the children's area of the library

5. New RFID "pads" installed

e. *Personnel*

i. All-Staff Meeting on 6 November (C-2)- Dunlap Fire Department had an emergency and unable to the use fire extinguishers

1. Staff will get together to do the training in February 2024

ii. Anniversary Gifts- discussion with Board and determine to spotlight the staff anniversaries in the newsletter

f. *RAILS/RSA/State Library*

i. Illinois Library Association Conference (C-2)

1. Keeping History Alive: Library and Historical Society Collaboration

2. Here's the Thing: Building and Circulating Your Library of Stuff

3. Trivia Night

4. Central Illinois Reads: A Freedom to Read Partnership

5. Books, Batting, and Beyond: Engaging the Community with a Freedom Quilt

6. There's No Crying in Baseball: How to Receive Feedback from Anyone in Your Library

7. Creating a More Compassionate Workspace

8. Social Media and Libraries – Keeping it Legal

ii. Illinois Library Association Board

1. Strategic Planning

iii. Library Field Trip Day (A-2 and C-2)- third year the staff has done this activity.

1. Alpha Park Public Library District

2. Parlin-Ingersoll Public Library

3. Village of Avon Public Library

4. Farmington Area Public Library District

5. Salem Township Public Library

6. Morrison and Mary Wiley Library

g. Cleaning up our database

- i. Expired Patrons
 - ii. Patron errors
 - iii. Item errors (A-1)
- h. *Upcoming Dates to keep in mind:*
 - i. 23-25 December (Closed)
- i. *Circulation & Programming Statistics*
 - i. See below

7. Unfinished Business

- a. HVAC Quote
 - i. Director Keyes presented to the Board an updated quote concerning replacement of units for the HVAC system
 1. The quote is for the replacement of the EL296UH-090XV60C and EL296UH-110XV60C that need to be done currently. (There are a total of six.) Two were replaced recently in past.
 2. Not budgeted but T. Custis says there is enough in Budget and Maintenance budget to do so at this time.
 3. J. Emanuels stated that we should do a vote because it has not been budgeted for this fiscal year.
 - a. R. Holohan made a motion to approve the Fritch proposal dated 11/15/23 as put forth. S. DelVecchio seconded motion. Discussion. Motion passed unanimously.
 4. M. Nelson recommended that the Board should budget in next year's budget the remaining two units to be replaced.

8. New Business

- a. Personnel {This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)}
 - i. Board did not go into Closed Session.
 1. Discussion concerning a recent perception made about the library being a quiet place, but that the Board believes that the recent behavior in the library is "in line with the atmosphere of a community center rather than a traditional library." The Board

asked Director Keyes to convey this to the staff member in question.

b. Patron Conduct Policy

- i. Director Keyes presented to the Board for review the Patron Conduct Policy with updates.
- i. Board reviewed and discussed.
- ii. J. Emanuels made a motion to approve the Patron Conduct Policy with suggested edits. S. DelVecchio seconded the motion. Motion passed unanimously.

c. Safety Policy

- i. Director Keyes presented to the Board for review the Safety Policy.
 - 1. No changes
- ii. Board reviewed as presented.
- iii. S. DelVecchio made a motion to approve the Safety Policy as presented. A. Dhall seconded the motion. Motion passed unanimously.

d. DPLD Succession Plan

- i. Director Keyes presented to the Board for review the DPLD Succession Plan.
- ii. Board reviewed.
- iii. Tabled to a future date.
 - 1. Director Keyes will bring back with Board recommendations with Succession Plan divided into two portions- Contingency Plan and Hiring Plan.

e. Social Media Policy

- i. Director Keyes presented to the Board for review the DPLD Social Media.
- ii. Board reviewed the Social Media Policy.
- iii. Tabled to bring back at a future date.

f. Policy on Photography

- iv. Director Keyes presented to the Board for review the Policy of Photography.
- v. Board reviewed and discussed.

- vi. S. DelVecchio made a motion to approve the Policy of Photography with discussed revisions. T. Custis seconded the motion. Motion passed unanimously.
- g. 2024 Holiday Calendar
 - i. Director Keyes presented to the Board for review the 2024 Holiday Calendar.
 - ii. The Board reviewed the schedule.
 - iii. A. Dhall made a motion to approve the 2024 Holiday Calendar. R. Holohan seconded motion. Motion passed unanimously.

9. Announcements

- a. Next Regular Board Meeting: 22 January 2024 at 6:00 PM

10. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. T. Custis seconded motion. Motion passed unanimously. Meeting adjourned at 7:49 PM.

Respectfully submitted by Angie Dhall, Trustee
Secretary

ATTACHMENTS:

Circulation & Programming Statistics

Circulation FY2024	Physical Items	Electronic Items TOTAL	Libby Items	Boundless Items	Hoopla Items
July	8,302	1,100	527	250	323
August	7,436	1,078	495	227	356
September	6,606	878	388	159	331
October	6,476	971	453	170	348
November		0			
December		0			
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
Total	28,820	4,027	1,863	806	1,358

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	280	33	133	24	142	1	8	1	8	3	0	0
September	107	17	254	24	0	0	0	0	8	1	0	0
October	180	25	144	25	0	0	0	0	7	2	0	0
November												
December												
January												
February												
March												
April												
May												
June												
Total	795	105	624	97	142	1	18	2	23	6	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	9	3	0	0	0	0	17	2	2	1	0	0
September	67	7	0	0	0	0	0	0	0	0	0	0
October	101	9	0	0	0	0	0	0	0	0	0	0
November												
December												
January												
February												
March												
April												
May												
June												
Total	220	27	0	0	0	0	17	2	2	1	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	79	5	0	0	262	4	251	5	0	0	0	0
August	150	6	0	0	0	0	37	5	0	0	0	0
September	55	5	0	0	0	0	260	6	0	0	0	0
October	81	5	0	0	0	0	146	5	0	0	0	0
November												
December												
January												
February												
March												
April												
May												
June												
Total	365	21	0	0	262	4	694	21	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	208	12	0	0	17	1	291	1	0	0	0	0
September	208	9	0	0	21	1	297	3	0	0	0	0
October	207	10	0	0	24	1	355	3	0	0	0	0
November												
December												
January												
February												
March												
April												
May												
June												
Total	764	43	0	0	76	4	1168	9	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	60	2	0	0	0	0	33	2	0	0	0	0
September	0	0	0	0	0	0	40	1	0	0	0	0
October	20	2	0	0	173	1	0	0	0	0	0	0
November												
December												
January												
February												
March												
April												
May												
June												
Total	94	5	0	0	173	1	73	3	0	0	0	0