

Dunlap Public Library District

Board Meeting

22 January 2024

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 Voice Vote:
 - i. Members Present: M. Nelson, J. Emanuels, T. Custis, R. Holohan, B Windsor, S. DelVecchio, and A. Dhall (via Zoom)
 - ii. Absent Members: None
- c. Present Also: Director Keyes
- d. Guest(s) Present: President Greg Gerontes of Hecht-Stout Insurance and Diane Lehn, Dunlap Friends of the Library President

2. Public Comment- None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of 27 November 2023 Regular Minutes
- c. Patron Conduct Policy
- d. Safety Policy
- e. Policy on Photography
- f. S. DelVecchio made a motion to enter into the Record the Consent Agenda and the November 27, 2023 Minutes pulled out. J. Emanuels seconded motion.

Roll Call Vote

YEAs: M. Nelson, J. Emanuels, T. Custis, S. DelVecchio, R. Holohan, B. Windsor, A. Dhall (via Zoom)

NAYs: None Abstention: None

Motion passed unanimously.

- g. J. Emanuels made a motion to accept the November 27, 2023 Minutes with corrections suggested. S. DelVecchio seconded motion. Motion passed unanimously.

Roll Call Vote

YEAs: M. Nelson, J. Emanuels, T. Custis, S. DelVecchio, R. Holohan, B. Windsor, A. Dhall (via Zoom)

NAYs: None Abstention: None

Motion passed unanimously.

4. New Business Part 1

a. New Insurance Company

- i. Director Keyes reported that the library district's former insurance agent, Brad Zeone, retired and the library's insurance policies has been moved to Hecht-Stout Insurance and introduced Mr. Greg Gerontes, President/Owner of Hecht-Stout Insurance.
- ii. Mr. Gerontes spoke with the Board concerning the library's insurance.
 1. There have been changes with insurance rates increasing due to many factors but the library renewal rate for the upcoming year will decrease by 3.9%.
 2. Annual Premium Rate decreased for the library
 - a. R. Holohan asked why there are insurance issues in Illinois. Mr. Gerontes stated that water issues are driving the insurance issues/claims. Hecht-Stout Insurance will only work with A+ carriers.

5. Friends of the Library Report

- a. Diane Lehn, Dunlap Friends of the Library, reported to the Board that the Friends group will be holding a Book Sale Friday, February 16 and Saturday, February 17 at the library.
 - i. No book donations for the sale will be accepted at this time due to a storage issue.
 - ii. Director Keyes stated that she would ask for Trustees to volunteer to take a shift. She will be in touch to fill volunteer shifts.
 - iii. The Dunlap Library's newsletter will announce the Friends Book Sale. The Library will also promote this on our social media pages.
 - iv. Diane Lehn announced that the Friends will conduct a logo contest for their organization. Judges will help determine a logo.
 - v. The book sale will help to generate funds for the Friends.
 - vi. Volunteering at the sale will provide an opportunity for the Board and Friends to get to know one another.
 - vii. D. Lehn left via Zoom at 6:30 PM.

6. Finances

a. Treasurer's Report January 2024- by T. Custis

Regarding the December 31, 2023 accounting reports:

i. DPLD Balance Sheet

1. Total assets of \$3,079,363.64 are held in Insured Cash Sweep (ICS) accounts and/or CDs at Better Banks. All DPLD investments are FDIC-insured. As of December 31, 2022, we reported assets of \$2,965,268.82. Also keep in mind we have paid down the principal on our outstanding bonds by \$170,000.

ii. DPLD Budget

1. Our budget projects a tax revenue of \$724,993 for FY2023-24. Of this amount \$721,428.77 has been received or 99.5%.
2. Interest revenue significantly exceeds budget expectations. For the full year, this excess is now projected to exceed \$70,000.
3. All expense categories are close to or below budgeted levels; in aggregate six-month total expenses are 45.2% of annual budgeted amounts. Even allowing for the purchase of two new furnaces (approved at our last meeting), total expenses are still well below 50% of the annual budget.

b. Consideration of Financial Matters

i. CD Activity

1. In December nine CDs matured. We renewed most of these for 6-months while creating a "ladder" within the Corporate account to assure adequate cash to meet all current needs while safely maximizing our interest return.

7. Director's Report

a. *Administration*

- i. New Insurance Company (C-1)
- ii. Statement of Economic Interest- Trustees should be receiving of Statement of Economic Interests via library email
- iii. Renewed Sam.gov (C-1)- need to be registered to be eligible for federal and state funds and grants
- iv. \$105.13 from State Treasurer (C-1)- received funds from the state from 2016

- v. Streamlining and digitizing bills/payroll process (C-1)- working with accountant to have it streamlined and digitized.
 - vi. Trainings Attended: (C-2)
 - 1. Trans Identities: Myths & Misinformation
 - 2. Disability Accommodations in Libraries
 - 3. Resilience: This Moment and Beyond
 - 4. A Gentle Introduction to ChatGPT
 - 5. Courageous Conversations
 - 6. I'm a Manager-Now What?
 - vii. Upcoming Policies to be reviewed in February:
 - 1. Equipment and Computer Use Policy
- b. *Community*
 - i. WOT Library (A-2)- was asked to reorganize the Wheels O Time Library. Unsure of taking on this project
- c. *Facilities, etc.*
 - i. Filters Changed
 - ii. New Furnaces
 - iii. Fire Alarm Inspection
 - iv. Lawn Maintenance for 2024- entered contract with Carmody
- d. *Personnel*
 - i. Reviews completed
 - ii. All-Staff Meeting on 5 February (C-2) – plan is to have Dunlap Fire Department personnel train staff on use of fire extinguishers and the Autism Collective will coming to the meeting. Meeting will be held at 6PM.
- e. *RAILS/RSA/State Library*
 - i. Per Capita Grant submitted (C-1)
 - a. R. Holohan asked about the requirements of the Per Capita Grant about there being a Narcan kit on library premises and stated that he believes there should be a kit.
 - b. State is pushing for kits to be on premises
 - i. Director Keyes stated that all staff would need to be trained on use of kit
 - ii. Not legally obligated to obtain a kit

- c. Discussion. J. Emanuels stated that the Dunlap Fire Department is always close with a kit.
 - i. Kits do expire.
 - d. Director Keyes will investigate and bring back more information to Board at future date.
 - ii. Hosted Explore More Illinois Info Session at the library on 28 November (A-2)
 - iii. Illinois Library Association Board
 - 1. Serving Our Public- Director Keyes is on the committee to review document
 - 2. Article for the Reporter
 - f. *Upcoming Dates to keep in mind:*
 - i. 19 February (Closed)
 - ii. 28 February – Living History Program
 - iii. 11 April – Friends’ first public meeting- Director Keyes reminded Trustees that they can be members of the Friends but cannot be an officer in organization while a Trustee.
 - g. *Circulation & Programming Statistics*
 - i. Plenty of people in the building but reading was not a priority in December
 - ii. See below

8. Unfinished Business

- a. Contingency Plan
 - i. Director Keyes asked the Board to review the revision to the Contingency Plan.
 - ii. Board reviewed the newest revisions made to the document after the November meeting
 - 1. Tabled until February meeting
- b. Hiring Plan
 - i. Director Keyes presented to the Board for review the Hiring Plan.
 - ii. Board reviewed the Hiring Plan.
 - iii. R. Holohan made a motion to accept the Hiring Plan. J. Emanuels seconded motion.

Roll Call Vote

YEAs: M. Nelson, J. Emanuels, T. Custis, S. DelVecchio, R. Holohan, B. Windsor, A. Dhall (via Zoom)
NAYs: None Abstention: None
Motion passed unanimously.

c. Social Media Policy

- i. Director Keyes presented to the Board for review the Social Media Policy.
- ii. Board reviewed the Social Media Policy.
 1. Discussion.
- iii. J. Emanuels made a motion to keep as is the Social Media Policy. B. Windsor seconded motion.

Roll Call Vote

YEAs: M. Nelson, J. Emanuels, T. Custis, S. DelVecchio, R. Holohan, B. Windsor, A. Dhall (via Zoom)
NAYs: None Abstention: None
Motion passed unanimously.

9. New Business Part 2

a. Drug/Alcohol-free Workplace Policy

- i. Director Keyes presented to the Board for review the Drug/Alcohol-free Workplace Policy
- ii. Board reviewed the Drug/Alcohol-free Workplace Policy
 1. Board recommended that this policy be placed into the Personnel Policy.
- iii. Tabled.
 1. Director Keyes will come back in February with the Drug/Alcohol-free Workplace Policy in the Personnel Policy and the Board will review.

b. Confidentiality of Records Policy

- i. Director Keyes presented to the Board for review the Confidentiality of Records Policy.
- ii. Board reviewed the Confidentiality of Records Policy
 1. Discussion and recommendations made
 2. Director Keyes will work on Board recommendations by J. Emanuels with rewording and have library attorney reviewed.
 3. Tabled until future meeting.

c. Review of Closed Minutes

- i. S. DelVecchio and B. Windsor will serve on the Closed Minutes Audit Committee.
- ii. Director Keyes will provide access to the committee.

d. Emergency Preparedness Plan

- i. Director Keyes presented to the Board for review the Emergency Preparedness Plan.
- ii. Board reviewed the Emergency Preparedness Plan.
- iii. S. DelVecchio made a motion to approve with changes the Emergency Preparedness Plan. J. Emanuels seconded motion.

Roll Call Vote

YEAs: M. Nelson, J. Emanuels, T. Custis, S. DelVecchio, R. Holohan, B. Windsor, A. Dhall (via Zoom)
NAYs: None Abstention: None
Motion passed unanimously.

10. Announcements

- a. Next Regular Board Meeting: 26 February 2024 at 6:00 PM

11. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. seconded motion. S. DelVecchio seconded the motion passed unanimously. Meeting adjourned at 7:45 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	6,398	923	386	155	382
December	5,732	906	428	164	314
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
Total	40,950	5,856	2,677	1,125	2,054

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	30	1	0	0	0	0
August	260	33	133	24	142	1	8	1	8	3	0	0
September	937	17	254	24	0	0	0	0	8	1	0	0
October	980	25	344	25	0	0	0	0	7	2	0	0
November	368	24	366	25	0	0	0	0	3	2	0	0
December	112	21	138	20	0	0	0	0	71	1	0	0
January												
February												
March												
April												
May												
June												
Total	1075	150	928	142	142	1	38	2	97	9	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	103	9	0	0	0	0	0	0	0	0	0	0
November	46	6	0	0	0	0	20	1	0	0	0	0
December	56	4	0	0	0	0	38	1	0	0	0	0
January												
February												
March												
April												
May												
June												
Total	322	37	0	0	0	0	55	4	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	20	3	0	0	0	0	82	5	0	0	0	0
December	9	2	0	0	0	0	132	4	0	0	0	0
January												
February												
March												
April												
May												
June												
Total	394	26	0	0	262	4	908	30	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	34	1	225	2	0	0	0	0
August	208	12	0	0	17	1	208	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	103	11	0	0	56	1	223	2	0	0	0	0
December	136	8	0	0	0	0	313	2	0	0	0	0
January												
February												
March												
April												
May												
June												
Total	1093	62	0	0	132	5	1704	13	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	0	0	0	0	0	0	30	1	0	0	0	0
December	173	3	0	0	0	0	92	3	29	1	0	0
January												
February												
March												
April												
May												
June												
Total	267	8	0	0	173	1	175	7	29	1	0	0