

Dunlap Public Library District

Board Meeting

February 24, 2025

1. Call to Order/Roll Call

- a. President J. Emanuels called the Dunlap Public Library District Board of Trustees meeting to order at 6:00 PM in the meeting room of the Dunlap Public Library.
- b. Roll Call:
 - i. Members Present: J. Emanuels, M. Nelson, R. Holohan, C. Cruz, G. McCullough and S. DelVecchio
 - ii. Absent Members: B. Windsor
- c. Present Also: Director L. Keyes
- d. Guest(s) Present: Jessica Gingerevens and Xavier Gingerevens (Dunlap Friends of the Library), Kelly Kerckhove and Melissa Weyeneth

2. Public Comment - None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of 27 January 2025 Minutes
- c. M. Nelson made a motion to enter the Consent Agenda into the record. C. Cruz seconded the motion. The motion passed.

4. Friends of the Library Report

- a. Jessica Gingerevens made a report to the Board.
- b. Preparations continue for the Down the Rabbit Hole mini-golf event. Tee times are for groups of up to 6 players and the cost is \$5/person. The event runs March 2nd, from 11 am to 3 pm. Volunteers are still needed.
- c. The Friends are on Bluesky. Their handle is @friendsofdpld.bsky.social
- d. The Friends are holding elections for three board seats at their April 10th General Membership Meeting. A Nominating Committee Chairperson has been appointed. Applications will be accepted through March. The Friends use the slating process for their elections.

5. Finances

- a. Treasurer's Report submitted by R. Holohan regarding the January 31, 2025 accounting reports:

- i. DPLD Balance Sheet

Total assets of \$3,169,558.02 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured.

- ii. Reviewed DPLD FY 2025 year-to-date results vs. budget.

- b. Consideration of Financial Matters

6. Director's Report

- a. Administration

- i. Insurance

- ii. Nametags for Trustees

- iii. Renewed SAM.gov registration

- iv. Renewed agreement with Hopkins & Associates

- v. Trustee Candidate Forum

- vi. Gathering Data for Illinois Digital Equity Capacity Grant Application

- vii. Patron Incident – February 19th

- viii. Attended various training/meetings (C-2)

- b. Community (A-2) - Hosted Library Directors Book Club

- c. Facilities, etc. (B-2) - Coat racks installed in the entryway hallway

- d. Personnel (C-2)

- i. All-Staff Meeting February 3rd

- 1. First Amendment Audits

- 2. Two Factor Authentication (2FA)

- ii. New Illinois Municipal Retirement Fund (IMRF) Employee

- e. RAILS / RSA / State Library

- i. ILLINET Survey

- ii. Annual Certification

- iii. Planning to speak at RSA Day on April 10th

7. New Business

- a. Circulation Policy

- i. L. Keyes presented the policy to the Board for review.

- ii. The Board discussed the policy and L. Keyes explained the changes.

- iii. S. DelVecchio made a motion to approve the Circulation Policy with updates as discussed. R. Holohan seconded the motion. The motion passed.

- b. Electronic Meeting Policy
 - i. L. Keyes presented the policy to the Board for review.
 - ii. The Board discussed the policy.
 - iii. M. Nelson made a motion to approve the Electronic Meeting Policy with updates as discussed. S. DelVecchio seconded the motion. The motion passed.
- c. Emergency Preparedness Plan
 - i. L. Keyes presented the Plan to the Board for review.
 - ii. The Board discussed the Plan and L. Keyes explained the changes.
 - iii. M. Nelson made a motion to approve the Emergency Preparedness Plan with updates as discussed. S. DelVecchio seconded the motion. The motion passed.
- d. Insurance Policies
 - i. L. Keyes presented insurance information, specifically regarding cyber security, to the Board for discussion.
 - ii. The Board discussed cyber security and the implications of not being insured.
 - iii. M. Nelson made a motion to proceed with getting a policy for cyber security with our current insurance company. S. DelVecchio seconded the motion. The motion did not pass. L. Keyes will bring more information to the Board on different policies and costs.
- e. Energy Providers
 - i. L. Keyes discussed the inquiries she continues to receive from alternate energy providers.
 - ii. The Board discussed the issue and whether or not an investigation on alternate providers should be pursued.
 - iii. G. McCullough made a motion to investigate different energy providers. R. Holohan seconded the motion. After discussion, the motion was rescinded.
 - iv. L. Keyes will bring information to the Board on whether or not the library will financially benefit from being a part of the Dunlap aggregation.

8. Unfinished Business –

- a. Review of Closed Minutes
 - i. M. Nelson presented the review to the Board.

1. The Review of Closed Minutes committee comprised of Bonnie Windsor and Mary Nelson met on February 18, 2025, to review the closed minutes.
2. Our recommendation is to open the minutes of September 24, 2024. We recommend that the remaining closed minutes remain closed.
 - ii. The Board discussed the review. M. Nelson explained their findings.
 - iii. S. DelVecchio made a motion to approve the Review of Closed Minutes as presented. R. Holohan seconded the motion. The motion passed.
- b. Trustee Ethics Statement – The Board discussed the statement, and a clarification was made that signing the Trustee Ethics Statement was optional. There was extensive discussion on the last two bullets of the Ethics Statement regarding the management responsibilities and the support of the efforts of librarians in resisting censorship of library materials. G. McCullough chose not to sign the statement.

9. Announcements

- a. Next Regular Board Meeting: March 24, 2025, at 6:00 PM
- b. G. McCullough apologized for comments made during the previous Board Meeting.

10. Adjournment

- a. S. DelVecchio made a motion to adjourn the meeting. M. Nelson seconded the motion. The motion passed. The meeting adjourned at 7:50 PM.

Respectfully submitted by Stacey DelVecchio, Secretary