

Dunlap Public Library District

Board Meeting

April 28, 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 (in attendance until 7:00 PM), R. Holohan, C. Cruz, B. Windsor, and S. DelVecchio
 - ii. Virtual Members: None
 - iii. Absent Members: G. McCullough
- c. Present Also: Director L. Keyes
- d. Guest(s) Present: Jessica Gingerevans, Amy Harris, Kelly Kerckhove, and Melissa Weyeneth
- e. Guest(s) Virtual: None

2. Public Comment

- a. Jessica Gingerevans – recommended an ethics statement be added to the library bylaws

3. Consent Agenda

- a. Departmental Reports
- ~~b. Approval of 24 March 2025 Minutes~~
- c. M. Nelson made a motion to remove the minutes from the Consent Agenda so we can confirm the inclusion of guest addresses. C. Cruz seconded. Motion passed.
- d. S. DelVecchio made a motion to enter the Consent Agenda into the record. R. Holohan seconded the motion. The motion passed.

4. Friends of the Library Report

- a. Jessica Gingerevans made a report to the Board.
- b. The Friends acknowledge the offer of older laptops from the library. They wish to thank the Trustees and Library for their offer, but at this time, they do not have the knowledge or time to figure out how to sell or recycle the items and would be unable to use the outdated software for their own purposes.

- c. The Friends held its quarterly General Membership Meeting on April 10th. Elections for 3 board seats occurred. There were two incumbent applicants, Jessica Gingerevans and Anne Coghill, who were reelected. The third seat still remains vacant.
- d. At the April 10th meeting, the Friends voted to approve spring gifts amounting to \$3,021.96. This money is earmarked for the following items or programs:
 - i. Adult Programming: yoga items, programming funds to highlight local business, and mental aerobics books and materials
 - ii. Children's Programming: Summer Reading vendors (face paint and balloon art), Universal Yums subscription, and outdoor toys
 - iii. All Patrons: Illinois Libraries Presents Subscription and craft supplies
- e. Jessica attended a virtual retreat for Friends groups held by United for Libraries on topics such as attracting younger membership and advocacy as a non-profit.
- f. The Friends have been increasing their advocacy efforts. Please post and share our social media content and contact your representatives telling them to save the IMLS!

5. Finances

- a. Treasurer's Report submitted by R. Holohan regarding the March 31, 2025 accounting reports:
 - i. DPLD Balance Sheet
Total assets of \$3,095,905.85 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. A year ago our assets were \$2,854,677.
 - ii. Reviewed DPLD FY 2025 year-to-date results vs. budget.
- b. Consideration of Financial Matters
- c. FY2026 Budget - Discussion

6. Director's Report

- a. Administration
 - i. Cards for those experiencing homelessness
 - ii. Submitted Bond Audit information to Chase Bank
 - iii. Met with Business Development Director of Princeville State Bank to learn of more investment options
 - iv. Applied for Rob-See-Co Grant
 - v. Inventory has been set for 1&2 November

- vi. Worked with Friends of the Library to obtain \$3,021.96 in funds.
- vii. Attended various training/meetings (C-2)
- b. Community (A-2)
 - i. Interviewed on WMBD on 8 April
 - ii. Spoke twice at OLLI (Bradley University) on 23 April
 - iii. Invited to join the IL250 Working Group
 - iv. Spoke to the University of Wisconsin-Madison School of Library and Information Studies
 - v. Hosted Library Director Book Club
- c. Facilities, etc. (B-2)
 - i. Fire extinguisher inspection
 - ii. Exterior windows washed
 - iii. Irrigation system turned on for the season
 - iv. PIPCO
 - v. Siding/Windows on south wall
- d. Personnel (C-2)
- e. RAILS / RSA / State Library
 - i. Overview of RSA
 - ii. Overview of RAILS
 - iii. Spoke at RSA Day (10 April)

7. New Business

- a. Tort Levy Expenditures/Risk Management 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 Tort Levy Expenditures/Risk Management Policy as presented. M. Nelson seconded the motion. The motion passed.
- b. Statement of Economic Interest – confirmed all board members completed the requirement
- c. Statement on IMLS (Institute of Museum and Library Services)
 - i. L. Keyes presented the information to the Board for review and discussion.

- ii. R. Holon made a motion to adopt the IMLS Statement as presented. M. Nelson seconded the motion. The motion passed.

8. Unfinished Business

- a. Cybersecurity Insurance
 - i. L. Keyes presented the information to the Board for review.
 - ii. The Board discussed the information.
 - iii. M. Nelson made a motion to give L. Keyes permission to purchase a cybersecurity insurance policy from Auto Owners. C. Cruz seconded the motion. The motion passed.
- b. Safe Child 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. C. Cruz made a motion to approve the Safe Child Policy with changes as discussed. M. Nelson seconded the motion. The motion passed.

9. Announcements

- a. Next Regular Board Meeting: May 19, 2025, at 6:00 PM. S. DelVecchio and B. Windsor will not be in attendance.

10. Adjournment

- a. S. DelVecchio made a motion to adjourn the meeting. C. Cruz seconded the motion. The motion passed. The meeting adjourned at 7:46 PM.

Respectfully submitted by Stacey DelVecchio, Secretary