

**Dunlap Public Library District  
Board Meeting  
May 19, 2025**

**1) Call to Order/Roll Call**

- a) President J. Emanuels called the Dunlap Public Library Board of Trustees meeting to order at 6:00p in the meeting room of the Dunlap Public Library.
- b) Roll Call:
  - i) Members Present: J. Emanuels, M. Nelson, R. Holohan, C. Cruz
  - ii) Absent Members: B. Windsor and S. DelVecchio
- c) Present Also: Director L. Keyes, E. Ackerman, and K. Kerckhove (taking minutes)
- d) Guests Present: Jessica Gingerevans, Xavier Gingerevans, Meredith Petranly, Amy Edgar, Tommie Ackerman, and Melissa Weyeneth

**2) Public Comment – None**

**3) Oath of Office**

- a) Oath of office administered by L. Keyes to E. Ackerman

**4) Consent Agenda - J. Emanuels announced postponement of election of board officers until June when all board members are present.**

- a) Departmental Reports
- b) R. Holohan commented that his name is misspelled in the 28 April 2025 Minutes.
- c) Approval of 24 March 2025 Minutes
- d) M. Nelson made a motion to approve the Consent Agenda without the 28 April 2025 Minutes. C. Cruz seconded the motion. The motion passed.
- e) Discussion of name correction needed in 28 April 2025 Minutes.
- f) M. Nelson made a motion to accept the 28 April 2025 Minutes with corrections. C. Cruz seconded the motion. The motion passed.

**5) Friends of the Library Report**

- a) Jessica Gingerevans, President of FDPL, made a report to the Board.
- b) Friends will be at the Summer Reading kickoff event on Monday, June 2 to hand out water bottles and popsicles.
- c) Rebecca Gilbert has been appointed as the secretary of the Friends group.
- d) The Friends are continuing to advocate for IMLS and renewed funding for the Dunlap Library and all libraries.
- e) The Friends are sponsoring and helping to host a Dungeon & Dragons event at the library on Thursday, June 26. There will be a \$5.00 fee to attend the event and space is limited.

**6) Finances**

- a) Treasurer's Report submitted by R. Holohan.
  - i) Investment interest is up, and interest is more than anticipated for FY2025. Anticipated that the interest rates will be going down in FY2026.
- b) Consideration of Financial Matters
- c) Explanation of Public Library Budgets
  - i) L. Keyes presented the "How Budgets Work" chart. The chart shows the yearly timing of when actions are taken concerning the budget for fiscal and calendar year for: the library, State, and County.
- d) L. Keyes will be asking that the board approve a Working Budget at this meeting, and wait until the July or August meeting, when the final budget can be approved.

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**7) Director's Report**

- a) Administration
  - i) Orientation for E. Ackerman
    - (1) L. Keyes requested E. Ackerman's signed Ethics Statement. E. Ackerman stated that she was not going to sign the Ethics Statement because she didn't want to sign documents she didn't legally have to.
  - ii) Updated Contact Info on Sharepoint
  - iii) Reviewed CDARs
  - iv) Investigated other investment opportunities for the library with R. Holohan
  - v) Applied for two grants totaling \$8,400.00
  - vi) Attended meetings and trainings
- b) Community
  - i) Hiring committee for the Wheels O' Time Museum
  - ii) Coordinating with Dunlap High School sophomore English teachers
- c) Facilities
  - i) Two new fire extinguishers
  - ii) Exterior windows washed
  - iii) Leaking windows will be re-caulked
  - iv) PIPCO will be testing and replacing select sprinkler heads from attic
  - v) B. Stanley is researching options for replacing attics stairs
    - (1) Discussion on safety of storing items in attic
- d) Personnel
  - i) Conducted an all-staff meeting
    - (1) Staff completed sexual harassment prevention training
  - ii) Completed audit of I9s
  - iii) J. Maxwell has resigned and C. Blunier has been moved from sub to circulation clerk
  - iv) K. Kolesiak and O. Hansen have returned for the summer
  - v) Five employees are celebrating work anniversaries
- e) RAILS/RSA/State Library
  - i) Advocacy for our library
  - ii) Library will be closed on May 26 and June 19
  - iii) How the States Got Their Shapes in-person program on June 10

**8) New Business**

- a) Capitalization Policy
  - i) L. Keyes recommended no changes
  - ii) Discussion
  - iii) L. Keyes will ask the accountant if the library is notified when standards are changed
  - iv) M. Nelson made a motion to approve the Capitalization Policy. R. Holohan seconded the motion. The motion passed.
- b) Reference Policy
  - i) L. Keyes recommended no changes

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- ii) C. Cruz made a motion to approve the Reference Policy. M. Nelson seconded the motion. The motion passed.
- c) Ad-Hoc Committee – Trustee Documents
  - i) Purposed to create a committee of two trustees, the director, and a staff member to create a job description for trustees and an ethics statement.
  - ii) Discussion
  - iii) R. Holohan motioned to create an Ethics Committee to create documents. C. Cruz seconded the motion. The motion passed.
  - iv) C. Cruz and M. Nelson volunteered to be on the committee
  - v) J. Emanuels invited E. Ackerman to sit on the committee; she declined.

**9) Unfinished Business**

- a) FY2026 Working Budget
  - i) L. Keyes presented the FY2026 working budget document
  - ii) Discussion
    - (1) Probable less interest from investment in FY2026
    - (2) Corporate line: all expenses are rising
    - (3) In the last five years, bills have increased while taxes not kept pace
    - (4) How Special Reserves can be used
    - (5) Materials budget and programming budgets are being reduced
    - (6) Rolling remainder of FY2025 budget into FY2026 budget
    - (7) Cost of living percentage and benchmarking employee salaries
    - (8) New equipment line
  - iii) M. Nelson motioned to approve working budget with changes to line 617. C. Cruz seconded the motion. The motion passed.

**10) Announcements**

- a) Next Regular Board Meeting will be: June 23, 2025, at 6:00p.

**11) Adjournment**

- a) C. Cruz motioned to adjourn the meeting. M. Nelson seconded the motion. The motion passed. The meeting adjourned at 7:22p.

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