

## **Dunlap Public Library District**

### **Board of Trustees Meeting**

**June 23, 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, B. Windsor, E. Ackerman and S. DelVecchio
  - ii. Virtual Members: None
  - iii. Absent Members: None
- c. Present Also: Director L. Keyes
- d. Guest(s) Present: Jessica Gingerevans, Jane Sieck, Celeste Restrepo, Melissa Weyeneth
- e. Guest(s) Virtual: None

#### **2. Public Comment - None**

#### **3. Oath of Office**

- a. Oath of office administered by L. Keyes to M. Nelson and C. Cruz.

#### **4. Board Officer Elections**

- a. M. Nelson made a motion to elect J. Emanuels for President. B. Windsor seconded the motion. J. Emanuels accepted. The motion passed.
- b. J. Emanuels made a motion to elect M. Nelson for Vice President. R. Holohan seconded the motion. M. Nelson accepted. The motion passed.
- c. C. Cruz made a motion to elect S. DelVecchio for Secretary. E. Ackerman seconded the motion. S. DelVecchio accepted. The motion passed.
- d. M. Nelson made a motion to elect R. Holohan for Treasurer. C. Cruz seconded the motion. R. Holohan accepted. The motion passed.

#### **5. Consent Agenda**

- a. Departmental Reports
- b. Approval of 19 May 2025 Minutes
- c. M. Nelson made a motion to enter the Consent Agenda into the record. S. DelVecchio seconded the motion. The motion passed.

#### **6. Friends of the Library Report**

- a. Jessica Gingerevans made a report to the Board.
- b. The Friends passed out popsicles and water bottles at the Summer Reading Kickoff on June 2<sup>nd</sup> and at the Foam Party on June 23<sup>rd</sup> and assisted with funding and promotion of Community Shred Day.
- c. The Friends will be hosting Library of Legends: A D&D Game Night on Thursday, June 26<sup>th</sup> at the library.
- d. Volunteers met to discuss building their own mini-golf course for next year's fundraiser. This would reduce the largest cost to us running the event and allow more proceeds to go towards the library. Meetings and discussions continue.
- e. The next Friends General Membership Quarterly Meeting will be held on July 10<sup>th</sup> at 6:00 PM.

## **7. Finances**

- a. Treasurer's Report submitted by R. Holohan regarding the May 31, 2025 accounting reports:
  - i. DPLD Balance Sheet  
Total assets of \$2,998,228.40 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. A year ago our assets were \$2,880,071,25.
  - ii. Reviewed DPLD FY 2025 year-to-date results vs. budget.
- b. Investment Options
  - i. L Keyes and R. Holohan met with the representatives of three different financial institutions: WinTrust, PMA Financial Network, and IMF. All three institutions provide money market accounts that are fully insured and completely liquid.
  - ii. R. Holohan and L. Keyes recommend investing with either PMA, IMF, or Better Banks (the current bank), the choice dependent upon whichever institution offers the best rate of return.
- c. Resolution regarding Illinois Funds
  - i. Motion to accept the resolution as amended, made by M. Nelson. C. Cruz seconded the motion. The motion passed.

## **8. Director's Report**

- a. Administration
  - i. Reviewed maturing CDARs

- ii. Sexual Harassment Prevention Training - Trustees
- iii. Researched and collected documents for Documents Committee
- iv. Researched and discussed additional investment opportunities
- v. Records Retention / Destroying
- vi. Hosted Library Director Book Club
- vii. Clerk hours cut on Thursdays
- viii. Attended various training/meetings (C-2)
- b. Community (A-2)
  - i. Meeting w/ new Dunlap Village Mayor
- c. Facilities, etc. (B-2)
  - i. Sprinkler heads replaced
  - ii. Windows
  - iii. Repair to attic stairs area
  - iv. Recently learned of mold in the attic ceiling. Will investigate and resolve.
- d. Personnel (C-2)
- e. RAILS / RSA / State Library
  - i. Attended dedication ceremony for Jim Edgar Reading Room at the Illinois State Library
  - ii. Payment for RSA Board
  - iii. Hosted a US Census Data webinar.

## **9. New Business**

- a. Discussion of Consent Agenda
  - i. S. DelVecchio discussed a better way for us to use the consent agenda by letting L. Keyes know if minor corrections need to be made in advance. L. Keyes will send out the draft minutes at least a month before the board meeting. Corrections can be sent to her in advance of the board meeting.
- b. Bloodborne Pathogens 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. M. Nelson made a motion to approve the Bloodborne Pathogens Policy as presented. R. Holohan seconded the motion. The motion passed.
- c. Donations and Gifts 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 Donations and Gifts Policy as amended with a change to the donation amount to \$500. M. Nelson seconded the motion. The motion passed.
- d. Decision of FY2026 Regular Board Meeting Dates
  - i. L. Keyes presented the FY2026 dates to the Board for review.
  - ii. The Board discussed.
  - iii. S. DelVecchio made a motion to approve the FY2026 Regular Board Meeting Dates as presented. C. Cruz seconded the motion. The motion passed.
- e. Non-Resident Cards
  - i. The borders of the Dunlap Library district are with communities that have libraries. L. Keyes recommends we make a policy not to offer non-resident cards as there are libraries on our borders for them.
  - ii. M. Nelson made a motion not to offer non-resident cards. C. Cruz seconded the motion. Motion passed.
- f. Director's Review
  - i. L. Keyes reviewed a summary of what she accomplished in FY2025.
  - ii. M. Nelson made a motion to move to a Closed Session Pursuant to Section 5 ILCS 120/2(c)(1). C. Cruz seconded the motion. The motion passed.
  - iii. Moved to Closed Session.
  - iv. M. Nelson made a motion to open the meeting. S. DelVecchio seconded the motion. The motion passed.
  - v. C. Cruz made a motion to approve a raise for L. Keyes as budgeted. E. Ackerman seconded. Motion passed.
- g. Library Referendum/Expansion
  - i. The board needs to decide if they will pursue a referendum to expand and keep the taxes the same after the current bond is paid in two year.
  - ii. Discussion on what is needed in an expansion and what the library would look like.
  - iii. In order to proceed, a committee will be formed to look at what an expansion would look like. The committee would include board members and potentially

residents from the community. L. Keyes will look at a building consultant who could help us move forward.

iv. L. Keyes and J. Emanuels to get a consultant to present at the July 2025 board meeting.

h. Additional Storage

i. M. Nelson made a motion to buy a 40' container for temporary storage. R. Holohan seconded. Motion passed.

ii. Information from the village is needed on how this could be located.

iii. Cost information is needed.

#### **10. Unfinished Business**

a. Working Committee Report

i. Now called the Documents Committee

ii. Will report out at the July board meeting.

#### **11. Announcements**

a. Next Regular Board Meeting: July 28, 2025, at 6:00 PM.

#### **12. Adjournment**

a. S. DelVecchio made a motion to adjourn the meeting. M. Nelson seconded the motion.

The motion passed. The meeting adjourned at 8:36 PM.

Respectfully submitted by Stacey DelVecchio, Secretary