

Dunlap Public Library District

Board of Trustees Meeting

August 25, 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, C. Cruz, B. Windsor, E. Ackerman, M. Nelson, R. Holohan, and S. DelVecchio
 - ii. Absent Members: None
- c. Present Also: Interim Director M. Weyeneth
- d. Guest(s) Present: Kelly Kerckhove, Rick Edgar, Moira Edgar, Amy Edgar, and Jessica Gingerevans

2. Public Comment - None

3. Consent Agenda

- a. Leadership Team Reports
- b. Approval of July 28, 2025 Minutes
- c. Approval of July 28, 2025 Closed Session Minutes
- d. Approval of August 11, 2025 Minutes
- e. Hearing no objections, the consent agenda was adopted.

4. Friends of the Library Report

- a. Jessica Gingerevans made a report to the Board.
- b. It is time to collect annual dues and update any contact information. The Friends can now accept payment via PayPal.
- c. The Friends have already seen a few memberships and donor drops due to recent events but are optimistic they will be able to continue growing their numbers through future events and community building.
- d. Ashley Hunter resigned as Vice President. For now, the position will remain vacant.
- e. The Friends converting their ARC First Look shelf into an ongoing honor system book sale. The remaining ARCs will be given away to members at their next general membership meeting in October.
- f. Two new events for National Friends of the Library Week

- i. October 21 Owl Event - Participants will paint plasma-cut metal owl art while enjoying a visit from a raptor rehabilitator, who will share information and introduce an educational owl (and possibly others). The event is presented by the Friends with support from Creative Soul.
- ii. Holiday Book Adoption Event - Currently forming a planning committee.
- g. Next round of gifts will be voted on in the October General Membership meeting. Discussions on Wishlist items have begun.

5. Finances

- a. Treasurer's Report submitted by R. Holohan regarding the July 31, 2025 accounting reports:
 - i. DPLD Balance Sheet
Total assets of \$3,324,979.43 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. On July 31, 2024, assets were reported as \$3,262,967. Thus, in the past year, our assets have increased \$62,012.
 - ii. Reviewed DPLD FY 2026 year-to-date results vs. budget.
- b. Consolidation of financial matters

6. Library Board Trustee President's Report - None

7. Interim Director's Report

- a. Received 5 FOIA (Freedom of Information Act requests (1 commercial) since the July Board of Trustees meeting. Last 2 FOIA requests were received on 8/4/2025.
- b. All Staff meeting August 4. Discussed circulation desk and shelving procedures.
- c. Interviewed applicants with Tina for Substitute Clerk and Substitute Student Page.
- d. Hired one Substitute Clerk. Welcomed Sarah Crosman to the staff on August 7th.
- e. Hired two Substitute Student Pages. Welcomed Abby Arledge on August 4 and Kaarthic Arumukam on August 11th.
- f. Sharon Conlee and Jana Maxwell have been reinstated as Substitute Clerks.
- g. Met with tech from American Pest Control for monthly treatment.
- h. Met with tech from Fritch Heating and Cooling for filter change and HVAC maintenance check.
- i. Posted position for Library Director.
- j. Monitored Trustee email for Library Director applicants.

- k. Spoke about circ staff training / retraining with Tina
- l. IPLAR (Illinois Public Library Annual Report) report is in process. Amy has done most of the work to complete this statistical report.
- m. Building Maintenance Tax Ordinance published in *Peoria Journal Star*.
- n. Budget and Appropriation Ordinance was completed by Jessica at Heyl Royster. I reviewed the Ordinance and corrected the Board officers' names.
- o. Audit scheduled for September.
- p. IMRF (Illinois Municipal Retirement Fund) audit completed.

8. New Business

- a. Personnel Policy
 - i. M. Weyeneth presented the policy to the Board for review.
 - ii. The Board discussed the policy regarding the changes in Appendix B for paid holidays. M. Weyeneth answered questions about the changes.
 - iii. R. Holohan made a motion to approve the Personnel Policy with the changes as discussed. S. DelVecchio seconded the motion. The motion passed.
- b. Budget and Appropriation Ordinance
 - i. M. Weyeneth presented the Budget and Appropriation Ordinance to the Board for review.
 - ii. The Board discussed the document.
 - iii. S. DelVecchio made a motion to approve the Building and Maintenance Ordinance. M. Nelson seconded the motion. The motion passed.
 - 1. Members Ayes: J. Emanuels, B Windsor, C. Cruz, E. Ackerman, M. Nelson and R. Holohan, and S. DelVecchio
 - 2. Members Nays: None
 - 3. Members Absent: None
 - 4. Members Abstaining: None
- c. Minutes procedure
 - i. S. DelVecchio presented the procedure to the Board for review.
 - ii. The Board discussed the policy and S. DelVecchio explained the changes.
 - iii. Tabled until the September 22, 2025 board meeting.
 - iv. S. DelVecchio to check with our lawyer to be sure it's ok to save our files electronically versus a hard copy in the safe.

- d. Director selection
 - i. Moved to closed session pursuant to Section 5 ILCS 120/2(c)(1)].
 - ii. S. DelVecchio made a motion to re-open the meeting. C. Cruz seconded the motion. The motion passed.
 - iii. B. Windsor made a motion to offer the library director position, with the agreed upon terms, to Amy Edgar. M. Nelson seconded the motion. The motion passed.

9. Unfinished Business

- a. Executive Director Monica Harris site visit.
R. Holohan is a new RAIL's Trustee. On August 27th from 1-2 PM, Monica Harris, the RAILS Executive Director, will be visiting R. Holohan's home library. All trustees are encouraged to stop by to meet her.

10. Announcements

- a. Next Regular Board Meeting: **September 22, 2025** at 6:00 PM.

11. Adjournment

- a. S. DelVecchio made a motion to adjourn the meeting. C. Cruz seconded the motion. The motion passed. The meeting adjourned at 7:10 PM.

Respectfully submitted by Stacey DelVecchio, Secretary