

Dunlap Public Library District

Board of Trustees Meeting

July 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 6:02 PM in the meeting room of the Dunlap Public Library.
- b. Roll Call:
 - i. Members Present: J. Emanuels, C. Cruz, B. Windsor, E. Ackerman, and S. DelVecchio
 - ii. Absent Members: M. Nelson and R. Holohan
- c. Present Also: Interim Director M. Weyeneth
- d. Guest(s) Present: Kelly Kerckhove, Amy Edgar, and Jessica Ginger Evans

2. Public Comment - None

3. Consent Agenda

- a. Leadership Team Reports
- b. Approval of June 23, 2025 Minutes (open and closed)
- c. Approval of June 30, 2025 Minutes (open and closed)
- d. Hearing no other objections, the consent agenda was adopted.

4. Friends of the Library Report

- a. Jessica Gingerevans made a report to the Board.
- b. The Friends Library of Legends: A D&D Game Night event was a big success! All 12 spots at the D&D tables were filled and every attendee has asked when the next event is! The event also ended up bringing in a modest amount of profit even though this event was not intended nor set up as a fundraiser. Very exciting to see such support from the community! One more big thank you to our Hero of the Realm Sponsors Cabbages and Kings Games and Questward Bound as well as our Intrepid Hero Sponsors Big B, SmallTownCreepy and Gathering Breadcrumbs.
- c. General Membership Quarterly Meeting held on July 10th at 6:00 p.m. Mainly reviewed the success of the Summer Reading Program and the Friend's role in that.
- d. Next round of gifts will be voted on in the October General Membership meeting so discussions on Wishlist items has begun again.

5. Finances

- a. Treasurer's Report submitted by R. Holohan regarding the June 30, 2025 accounting reports:

- i. DPLD Balance Sheet

- Total assets of \$2,937,630.64 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. A year ago, our assets were \$2,843,269.78.

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

- b. Consolidation of financial matters

6. Library Board Trustee President's Report

- a. Discussed OMA (open meetings act) Review for J. Emanuels
- b. Unusually high number of FOIAs recently, and has given M. Weyeneth approval to hire additional help as needed.
- c. Fritch Heating and Cooling investigated the issue in the attic and found a potential resolution.

7. Interim Director's Report

- a. Received 8 FOIA
- b. Completed online FOIA training course.
- c. Received access to viewing privileges for bank statements from Better Banks.
- d. Revisited the working budget.
- e. Brought down 28 bankers boxes, 2 small file boxes, 10 binders, 1 bag of upholstery samples of library furniture, 1 large box of the 2008 building plans from attic area.
- f. Created job description for Library Director.
- g. Posted opening for Substitute Librarian.
- h. Discussed staffing the circulation desk.
- i. Met with tech from American Pest Control for the monthly treatment.
- j. Secured two-year contract with JBCC (cleaning service) to lock in service price.
- k. Received notification from PIPCO that our fire sprinkler head system passed inspection.
- l. Library closed Wednesday, July 9 around 1:15 until closing due to power outage. New power pole being installed near high school.
- m. Library opened late on Saturday, July 12 due to staffing. We were able to open at 9:30.
- n. Accepted the position of Interim Director. (C-2)

8. New Business

- a. Discussion of Consent Agenda
 - Carry over from June 2025. No further discussion needed.
- b. Personnel Policy
 - i. M. Weyeneth presented the policy to the Board for review.
 - ii. The Board discussed the policy and M. Weyeneth explained the changes. The board suggested adding a statement about no retaliation.
 - iii. S. DelVecchio made a motion to approve the Personnel Policy with the changes as discussed. C. Cruz seconded the motion. The motion passed.
- c. Maintenance Ordinance
 - i. M. Weyeneth presented the Maintenance 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. C. Cruz seconded the motion. The motion passed.
 - 1. Members Aye: J. Emanuels, B Windsor, C. Cruz, E. Ackerman, and S. DelVecchio
 - 2. Members Nay: None
 - 3. Members Absent: M. Nelson and R. Holohan
 - 4. Members Abstained: None
- d. Working Budget
 - i. M. Weyeneth recommended changes to the previously approved working budget.
 - ii. The Board discussed the changes, and M. Weyeneth explained the recommendations.
 - iii. S. DelVecchio made a motion to approve the updated working budget as presented. E. Ackerman seconded the motion. The motion passed.
- e. Director's Job Description
 - i. M. Weyeneth and J. Emanuels presented the job description to the Board for review.
 - ii. The Board discussed the job description, and M. Weyeneth and J. Emanuels explained the document.
 - iii. S. DelVecchio made a motion to approve the Director's Job Description with updated statistics. B. Windsor seconded the motion. The motion passed.

- iv. Posting for the job will close on August 11th; Interviews will be conducted between August 12th and 23rd. A special meeting to work on interview questions will be on August 11th. Review interviews at the August 25th board meeting.
- f. RAILS Executive Director Monica Harris' site visit
 - R. Holohan is a new RAIL's Trustee. On August 27th from 1-2pm, Monica Harris, the RAILS Executive Director, will be visiting R. Holohan's home library. All trustees are encouraged to stop by to meet her.
- g. Compensation adjustment [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)].
 - i. Moved to closed session
 - ii. S. DelVecchio made a motion to re-open the meeting. C. Cruz seconded the motion. The motion passed.
 - iii. C. Cruz made a motion to compensate the head of circulation as discussed. E. Ackerman seconded the motion. The motion passed.

9. Unfinished Business

- a. Additional storage
 - Tabled until a new director is hired.
- b. Library expansion
 - The previous comments from the last expansion have been found and are available.

10. Announcements

- a. Next Regular Board Meeting: August 25, 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 8:21 PM.

Respectfully submitted by Stacey DelVecchio, Secretary