

Dunlap Public Library District
Board of Trustees Meeting
September 22, 2025

1. Call to Order/Roll Call

- a. President J. Emanuels called the Dunlap Public Library District Board of Trustees meeting to order at 6:01 PM in the meeting room of the Dunlap Public Library.
- b. Roll Call:
 - i. Members Present: J. Emanuels, C. Cruz, B. Windsor, R. Holohan, and S. DelVecchio
- c. Absent Members: M. Nelson and E. Ackerman
- d. Present Also: Interim Director M. Weyeneth
- e. Guest(s) Present: Kelly Kerckhove and Amy Edgar

2. Public Comment - None

3. Consent Agenda

- a. Leadership Team Reports
- b. Approval of August 18, 2025 Minutes (open and closed)
- c. Approval of August 20, 2025 Minutes (open and closed)
- d. Approval of August 25, 2025 Minutes (open and closed)
- e. Hearing no objections, the consent agenda was adopted.

4. Friends of the Library Report

- a. S. DelVecchio updated the board on the Friends based on an email from Jessica Gingerevans.
- b. Nothing new to report.
- c. Remember to renew your Friends' membership.
- d. Voting on the Friends' next gift to the library will take place at the October general membership meeting.

5. Finances

- a. Treasurer's Report submitted by R. Holohan regarding the August 31, 2025 accounting reports:
 - i. DPLD Balance Sheet
Total assets of \$3,306,405.09 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. On August 31, 2024, our

assets were \$3,237,224. Thus, comparatively, our assets have increased more than \$69,000.

ii. Reviewed DPLD FY 2026 year-to-date results vs. budget.

b. Consolidation of financial matters

M. Weyeneth to include the Better Banks statement for October to see if it's helpful.

6. Library Board Trustee President's Report

a. Education and background check is done for A. Edgar.

b. J. Emanuels, S. DelVecchio, and M. Nelson will be attending the ILA Annual Conference Trustee Day in October 2025.

c. A. Edgar and M. Weyeneth will be attending the ILA Conference from the staff.

d. The position for the new Children's Librarian has been posted.

7. Interim Director's Report

a. Beginning to transition Amy Edgar into Director position. Showing her the invoice and payroll procedures. (C-2)

b. Gathering information for the Library audit (August 15). (C-1)

c. The Leadership Team agreed to change the inventory date from November to January. (B-2)

d. Met Amy Edgar and Dwight Johnson and Ron Holohan to discuss CDARs. (C-1)

e. Went to Better Banks with Amy Edgar and Ron to Holohan lock in CDAR rates. (C-1)

f. Posted Youth Services Librarian position. (C-2)

g. Met with tech from American Pest Control for monthly treatment. (B-2)

h. List created in Excel by Chloe Bluier of all of the library's vendors with budget line and method of payment to make invoicing more efficient. (C-1)

i. Completed IPLAR report. Amy Edgar did most of the work to complete this statistical report. (C-1)

j. Tax Levy Ordinance was completed by Jessica at Heyl Royster. Reviewed the Ordinance with Amy Edgar. (C-1)

k. Reviewed the requirements for the Per Capita Grant with Amy Edgar. (C-1)

8. New Business

a. Tax Levy Ordinance

Tabled to the October 27, 2025 board meeting as we wait for the publishing of the Budget & Appropriations.

- b. FY2025 Minutes Audit
 - B. Windsor and C. Cruz will conduct the FY2025 Minutes Audit and report back to the Board at the October 27, 2025 board meeting.
- c. Per Capita Grant
 - M. Weyeneth explained to the Board what the Per Capita Grant is. More info to be shared in the coming months. It is due at the end of January 2026.

9. Unfinished Business

- a. Minutes Procedure
 - i. S. DelVecchio presented the procedure to the Board for review.
 - ii. Per conversation with Phil Lenzini, the storage location (safe versus SharePoint) is not a legal issue as long as we are following the appropriate procedure for closed session reviews, which we are.
 - iii. The Board discussed the procedure and S. DelVecchio explained the changes.
 - iv. R. Holohan made a motion to approve the Minutes Procedure with the changes as discussed. C. Cruz seconded the motion. The motion passed.

10. Announcements

- a. Next Regular Board Meeting: **October 27, 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 7:07 PM.

Respectfully submitted by Stacey DelVecchio, Secretary