

Dunlap Public Library District
Board of Trustees Special Meeting
February 3, 2026

1. Call to Order/Roll Call

- a. Vice-President Mary Nelson 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: M. Nelson, B. Windsor, R. Holohan, and S. DelVecchio
- c. Absent Members: J. Emanuels and C. Cruz
- d. Present Also: Director A. Edgar
- e. Guest(s) Present: Jessica Gingerevans, Amanda Voorhees, and Sarah Crosman

2. Public Comment - None

3. Consent Agenda

- a. Leadership Team Reports
- b. Approval of November 24, 2025 Minutes
- c. Approval of November 29, 2025 Minutes
- d. RAILS News - none
- e. Hearing no objections, the consent agenda was adopted.

4. Friends of the Library Report

- a. Jessica Gingerevans presented the Friends report.
- b. The Friends are starting this year with 50 members in good standing!
- c. The Holiday Book Adoption Event resulted in 21 books being adopted. Thank you to everyone who participated and supported this event!
- d. They are currently planning the 2nd Annual Minigolf Fundraiser on Sunday, February 22, 2026. Tee times are available from 11 am to 2 pm. Player fees are \$5 per person. Sponsorship requests have been going well. This year they will be having a raffle for the players.
- e. Their next round of donations to the library will be decided at the April General Membership Meeting. That process will begin with reviewing their gifting budget in February and then requesting the wish list from the Library.
- f. The calendar for the year was established and shared.

5. Finances

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

- i. DPLD Balance Sheet

- Total assets of \$3,268,757.24 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured.

- 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. Director's Report

- a. Administrative

- i. Completed the Per Capita Grant application and submitted it to the IL Secretary of State office.

- ii. Gave evaluations, pay raises, and holiday gift cards to staff members in December.

- iii. Posted job for part-time circulation clerk. Staff is conducting interviews.

- iv. Met with Ron, Dwight, and Better Banks rep to renew CDARs in December.

- v. Inventory weekend that was planned for Jan. 17-18 is being rescheduled for a future date.

- vi. Completed the Annual Public Library Certification for 2026 in January. Called RAILS to ask about the Public Library Nonresident Services Program. DPLD does not participate in this program because we do not have any large unserved areas.

- vii. Worked on updating the Strategic Plan's Activity Plan.

- viii. Worked with Kelly on compiling data for the Year in Review summary.

- ix. Training/Meetings

- 1. Learned to make minor changes on website to help during Kelly's absence.

- 2. Attended Rural Director's meetings and the RAILS Catalyst leadership meetings in December and January.

- 3. Met with Olivia and Melissa to discuss planning for Summer Reading 2026.

- 4. Held weekly Leadership Team meetings and scheduled a February all-staff meeting to get trained on CPR/First Aid from Dunlap Fire Department.
 - x. Spoke with rep from Homefield Energy who wants us to lock into a new contract.
 - b. Facilities
 - i. Fire alarm inspection and HVAC annual maintenance completed in January.
 - ii. S&S Lighting replaced a bad light in the women's restroom and 2 soffit lights outside.
 - iii. NCI completed maintenance on black copier.
 - iv. Purchased new storage shed for garbage cans. Old one had doors damaged in wind. New one will be assembled as soon as it's warm enough to do so outside.
 - v. Repaired a leak under the sink in the women's restroom

8. New Business

- a. Appointment of New Trustee
 - i. E. Ackerman resigned effective December 2, 2025
 - ii. A. Edgar to post that we have an opening on the website and bulletin board. Interested people fill out our questionnaire.
 - iii. Board to review candidates at the February 23, 2026 meeting
- b. Updates on 2023-2026 Strategic Plan: Activity Plan
 - i. Plan needs to be updated since it's the 2023-2026 plan
 - ii. Goal 2.2 works well with the building space study we're reviewing
- c. Homefield Energy contract

Current contract expires October 2026. Discussed new rates as provided by Homefield Energy; A. Edgar will review further and make a decision to lock rates.

9. Unfinished Business

- a. Dewberry building space design study – Amanda Voorhees
 - i. Reviewed two options, with and without a basement
 - ii. Asked Amanda to come back with a plan that has the following and stays within \$2.5M.
 - 1. No maker space
 - 2. 100-person meeting room w/o tables

3. 4 study rooms
 4. Ideas for current space
 5. Outdoor space – lower priority
- iii. This work is part of the study we agreed to have them work on.
 - iv. Board will look at the following at the March meeting
 1. How much our revenue will go down
 2. What capital needs we have beyond a building in the next few years
 3. What we really need to serve the community

10. Announcements

- a. Next Regular Board Meeting: **February 23, 2026** at 6:00 PM.

11. Adjournment

- a. S. DelVecchio made a motion to adjourn the meeting. R. Holohan seconded the motion. The motion passed. The meeting adjourned at 7:30 PM.

Respectfully submitted by Stacey DelVecchio, Secretary