

Dunlap Public Library District

Board of Trustees Meeting

November 24, 2025

1. Call to Order/Roll Call

- a. President Jim 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, R. Holohan, E. Ackerman, and S. DelVecchio
- c. Absent Members: M. Nelson
- d. Present Also: Director A. Edgar
- e. Guest(s) Present: Jessica Gingerevans and Kim Bird

2. Public Comment - None

3. Consent Agenda

- a. Leadership Team Reports
- b. Approval of October 27, 2025 Minutes
- c. RAILS News
- d. Hearing no objections, the consent agenda was adopted.

4. Friends of the Library Report

- a. Jessica Gingerevans presented the Friends report.
- b. They will not be holding a General Membership Meeting in January 2026 due to conflicting schedules.
- c. As per their bylaws, they will be doing a bylaw review in 2026.
- d. Holiday Book Adoption Event is set to kick off on December 1st and runs through the New Year.
- e. Currently working on gathering sponsors for mini golf. As a reminder, mark your calendars for February 22, 2026.

5. Finances

- a. Treasurer's Report submitted by R. Holohan regarding the October 31, 2025 accounting reports:
 - i. DPLD Balance Sheet

Total assets of \$3,521,557.55 are held in Insured Cash Sweep (ICS) accounts at

Better Banks. All DPLD investments are FDIC-insured. As of a year ago, on October 31, 2024, our assets were \$3,446,061.92. Over the past year, our assets have thus increased \$75,495.

- ii. Reviewed DPLD FY 2026 year-to-date results vs. budget.
- iii. Discussed the need for a separate vote to approve the treasurer's report. Agreed **not** to have a separate vote since the treasurer's report is included in the meeting minutes of each board meeting, and is therefore approved with the meeting minutes.

b. Consolidation of financial matters

6. Library Board Trustee President's Report

Met with architect Amanda Voorhees; the board needs to discuss doing a building study. A. Voorhees has all the notes from our strategic plan and would be available to proceed. Agreed to schedule a special meeting on November 29, 2026 to discuss.

7. Director's Report

a. Administration

- i. IMRF added Amy as the Authorized Agent for the library
- ii. Met with Jim Emanuels and architect Amanda Voorhees
- iii. Filed the tax levy ordinance and truth in taxation certificate with the County Clerk's office

iv. Training/Meetings

1. Completed two mandatory training webinars to learn how to access IMRF system
2. Attended first online training session with the RAILS Catalyst leadership team
3. Attended an ILA webinar on Illinois Public Library Standards in preparation for applying for the Per Capita Grant
4. Led an All-Staff meeting on Nov. 3. Discussed January inventory; Boundless app replacement; library displays; changes to checkout; Summer Reading; and holiday scheduling
5. Hosted three programs this month: Card making for kids, Paws to Read, and Holiday Card-Making for kids

b. Community

- i. Attended the Rural Director's Meeting in Chillicothe and the District Directors Meeting in Fondulac
 - ii. Met with Sara Bell, the Dunlap School District Librarian, and Olivia Streeter to introduce Olivia and discuss joint programming for Finals Week
- c. Facilities, etc.
 - i. Repairs were completed on the pulldown ladder for the attic
 - ii. Painting was completed in the Youth office, Director's Office, and Kitchen
 - iii. Fritsch updated thermostats to simple programmable ones
 - iv. New second storage cart added to Circ desk.

8. New Business

- a. Audit report from Hopkins CPA
 - i. Kim Bird from Hopkins CPA explained the results of the library's FY2025 audit.
 - ii. The Board discussed and K. Bird answered questions. There is an interest in having them do an informal assessment on controls for next year.
- b. FOIA policy update
 - i. A. Edgar explained the changes to the document to the Board.
 - ii. The Board discussed and A. Edgar answered questions. Future policy updates will be posted using 'track changes'.
 - iii. S. DelVecchio made a motion to approve the FOIA policy update with changes as discussed. Ron seconded the motion. The motion passed.
- c. Holiday Calendar 2026
 - i. A. Edgar explained the calendar to the Board.
 - ii. The Board discussed and A. Edgar answered questions.
 - iii. S. DelVecchio made a motion to approve the Holiday Calendar 2026 as presented. C. Cruz seconded the motion. The motion passed.

9. Unfinished Business

- a. FY2025 Minutes Audit
 - i. B. Windsor and C. Cruz conducted the FY2025 Minutes Audit and shared their findings with the board.
 - 1. For open meetings, there was an action item to develop an AI policy and this has not been done. The board discussed whether or not we

need one at this time and agreed that we will wait until a template is developed elsewhere before proceeding with our own AI policy.

2. For closed sessions that have been released, the document needs to be updated to say it's been opened. As secretary, S. DelVecchio will update these.

3. Discussed template and agreed it needs to be updated to include the a summary, names of the auditors, and section for open meetings.

ii. S. DelVecchio made a motion to approve the FY2025 closed Minutes Audit with changes as presented. C. Cruz seconded the motion. The motion passed.

b. Discussion on Minutes Review – see item above

c. Per Capita Grant

A. Edgar discussed the Per Capita Grant. We are meeting the Illinois Public Library Standards, used to apply for the grant, in all areas, except for a long-term financial plan. There are plans in place to continue to improve in other areas. Work on the long-term financial plan and review of the document in general will occur throughout the year

10. Announcements

a. Special Board Meeting: **November 29, 2025** at 9:00 AM.

b. Next Regular Board Meeting: **January 26, 2026** 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 7:49 PM.

Respectfully submitted by Stacey DelVecchio, Secretary