

Dunlap Public Library District

Board of Trustees Meeting

February 23, 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 6:01 PM in the meeting room of the Dunlap Public Library.
- b. Roll Call:
 - i. Members Present: M. Nelson, B. Windsor, R. Holohan, C. Cruz, and S. DelVecchio
- c. Absent Members: J. Emanuels
- d. Present Also: Director A. Edgar
- e. Guest(s) Present: Jessica Gingerevans, Xavier Gingerevans, and Mason McGill

2. Public Comment – Mason McGill was present in order to learn more for a Boy Scout merit badge.

3. Consent Agenda

- a. Leadership Team Reports
- b. Approval of February 3, 2026 Minutes
- c. Hearing no objections, the consent agenda was adopted.

4. Friends of the Library Report

- a. Jessica Gingerevans presented the Friends report.
- b. Their Mini-Golf event was Sunday, February 22nd. They will have numbers on the success of the event at our March meeting.
- c. The Friends would be interested in pursuing for an outdoor area and wondered if the board would be interested in them fundraising for this. Discussion indicated that there is interest here.

5. Finances

- a. Treasurer's Report submitted by R. Holohan regarding the January 31, 2026 accounting reports:
 - i. DPLD Balance Sheet
Total assets of \$3,232,837.93 are held in Insured Cash Sweep (ICS) accounts at Better Banks. A year ago, our assets were \$3,169,558. All DPLD investments are FDIC-insured..

- ii. Reviewed DPLD FY 2026 year-to-date results vs. budget.
- b. Consolidation of financial matters

The bond by which the present library was built twenty years ago was put together by a Chicago firm, Chapman & Cutler. It is a levy separate from the one for annual expenses and thus has no effect upon that budget. Paying off the building bond has accounted for 7 cents of our annual property tax of 32 cents/\$100 assessed evaluation. The last installment of this bond comes due next fall and should be within a thousand dollars of this year's payment of \$185,85
- c. Request to invite our bookkeeper, Dwight Johnson, to our April 27th board meeting for questions on separate accounts and a ten-year comparison of year end actual vs budget to confirm what we are pulling from reserves.

6. Library Board Trustee President's Report - none

7. Director's Report

- a. Administrative
 - i. Met with Dunlap Mayor on 2/4 to discuss ways the Village and Library might work together. Village is considering changes to electronic sign usage.
 - ii. Hired a new Clerk for Thursday & Friday shifts and an additional Substitute Clerk.
 - iii. Posted vacancy for trustee on website and onsite at library.
 - iv. Renewed Homefield Energy contract for 3-year term.
 - v. Incident on Saturday, 2/7: patron leaned against glass on fireplace and melted jacket. Patron was not injured. We were able to remove the melted fabric from the glass. Sent out a memo instructing staff to be sure screen is up whenever fireplace is on, and to discourage patrons from sitting on the hearth.
 - vi. Working on a capital improvement plan.
 - vii. Received a FOIA request from Judiciary. Consulted Phil, Jim, Mary, and Dwight. Submitted response on 2/13, and an addendum on 2/17 after speaking with Dwight.
 - viii. Wrote recommendation letters for three former employees/students.
 - ix. Serving as volunteer judge for the ILA/RAILS "Soon to Be Famous Illinois Author" Project.
 - x. Helped with Friends' Mini Golf fundraiser

b. Training/Meetings

- i. Met with Ron and Dwight on 2/12 to discuss library finances.
- ii. Attended Rural Directors and District Directors meetings, as well as the RAILS Catalyst leadership meeting.
- iii. Held an All-Staff meeting on 2/2 for CPR/AED training with Dunlap Fire Protection District.

c. Facilities

- i. NCI completed maintenance on black copier. NCI also checking on a new part for the white copier.
- ii. New storage shed for garbage cans is complete.

8. New Business

a. Appointment of New Trustee [This portion of the meeting may be held in Closed Session pursuant to Section 5 ILCS 120/2(c)(3)]

b. Evaluation of personnel [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]

- i. M. Nelson made a motion at 6:45 PM to move to closed session pursuant to Section 5 ILCS 120/2(c)(3)] **and** Section 5 ILCS 120/2(c)(1)]. C. Cruz seconded the motion. The motion passed.
- ii. C. Cruz made a motion to exit the closed meeting and re-open the meeting at 7:14 PM. S. DelVecchio seconded the motion. The motion passed.
- iii. C. Cruz made a motion to appoint Xavier Gingerevans to fill the board vacancy. R. Holohan seconded the motion. The motion passed. Congratulations and welcome to Xavier.
- iv. B. Windsor made a motion that the probationary period for the library director is over, and we have a permanent director. S. DelVecchio seconded the motion. The motion passed.

c. Contract renewal with Hopkins & Associates for annual audit

- i. A. Edgar proposed renewing the contract with Hopkins & Associates for the annual audit.
- ii. The Board discussed the need to change auditors periodically. This will be explored for 2027. Requested that A. Edgar ask if a different auditor at Hopkins & Associates could be the lead for 2026.

iii. S. DelVecchio made a motion to approve the renewal of Hopkins & Associates for the annual audit as presented. R. Holohan seconded the motion. The motion passed.

1. Aye – M. Nelson, B. Windsor, C. Cruz, R. Holohan, and S. DelVecchio
2. Nays – none
3. Absent – J. Emanuels

9. Unfinished Business

- a. Discussion of building space study
 - i. Discussed progress of input on income and facility options
 1. Dwight Johnson will be invited to the April 27th board meeting to continue discussion on income and expenses.
 2. Amanda Voorhee from Dewberry will provide information at the March 23rd board meeting.
 - ii. A. Edgar will provide information on what capital needs the library has in the next few years beyond a building. This work is in process.
 - iii. Community needs come from previous studies and staff.

10. Announcements

- a. Next Regular Board Meeting: **March 23, 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 7:31 PM.

Respectfully submitted by Stacey DelVecchio, Secretary