

**Dunlap Public Library District**

**Board Meeting**

**26 August 2024**

**1. Call to Order/Roll Call**

- a. President J. 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 Voice Vote:
  - i. Members Present: J. Emanuels, M. Nelson, R. Holohan, B Windsor, A. Dhall, and S. DelVecchio
  - ii. Absent Members: None
- c. Present Also: Director L. Keyes
- d. Guest(s) Present: Jessica Gingerevens, Dunlap Friends of the Library

**2. Public Comment- None**

**3. Consent Agenda**

- a. S. DelVecchio requested to pull the Approval of the 22 July 2024 Minutes from the Consent Agenda.
- b. Departmental Reports
- c. R. Holohan made a motion to enter into the record the Consent Agenda. A. Dhall seconded the motion.

**Roll Call Vote:**

YEA: All

J. Emanuels, M. Nelson, R. Holohan, T. Custis, B. Windsor, A. Dhall, and Stacey DelVecchio

NAYS: None

ABSTENTION: None

Motion passed unanimously by Roll Call Vote.

- d. Approval of 22 July 2024 Minutes
  - i. S. DelVecchio requested the date in the Announcements of the submitted 22 July 2024 Minutes be updated to the correct date before approving them.
  - ii. The Board discussed.

- iii. M. Nelson made a motion to approve the 22 July 2024 Minutes with the change as discussed. A. Dhall seconded the motion. The motion passed unanimously.

#### **4. Friends of the Library Report**

- a. Jessica Gingerevens made a report to the Board.
- b. The Friends group is officially a 501(c)(3)!
- c. There are 37 active Friends as of August 19, 2024.
- d. The Friends also hosted a Membership Drive at the Dunlap Days Pancake Breakfast.
- e. Friends met with the library gardener and plan to help maintain the beds around the building until his return for Thanksgiving break.

#### **5. Finances**

- a. Treasure's Report July 2024 submitted by R. Holohan regarding the July 31, 2024 accounting reports:
  - i. DPLD Balance Sheet  
Total assets of \$3,262,966.98 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. On July 31, 2023, our assets were \$3,110, 927.57. Over the past year, our assets have increased by more than \$152,000.
  - ii. Reviewed DPLD FY 2025 year-to-date results vs. budget
- b. Consideration of Financial Matters - None

#### **6. Director's Report**

- a. Administration
  - i. Prepared Financial Audit (C-1)
  - ii. Summer Reading Program 2024 Survey
  - iii. Winter Reading Program
  - iv. Attended various training/meetings (C-2)
- b. Community (A-2)
  - i. Technology Grant(s)
- c. Facilities, etc. (B-2)
  - i. Irrigation System – Backflow test on 23 July
  - ii. New under-counter cabinet for Circ Desk
- d. Personnel (C-2)
- e. RAILS / RSA / State Library

- i. ILA Conference Update
- ii. Preparing the IPLAR

## **7. Unfinished Business**

- a. FY2024 Minute Audit
  - i. President J. Emanuels and B. Windsor conducted a review of the FY2024 open meeting minutes and all currently closed meeting minutes and presented their findings to the Board.
  - ii. The Board discussed the audit and how it related to the new Minute Procedure. Minor corrections were made.
  - iii. R. Holohan made a motion to approve the FY2024 Minute Audit with the changes as discussed. M. Nelson seconded the motion. The motion passed unanimously.
- b. Minute Procedure
  - i. Stacey DelVecchio presented the Minute Procedure to the Board for review.
  - ii. The Board discussed the procedure, and changes were suggested.
  - iii. S. DelVecchio made a motion to approve the Minute Procedure with the changes as discussed. M. Nelson seconded the motion. The motion passed unanimously.

## **8. New Business**

- a. Budget & Appropriation Ordinance (2024-2025-02)
  - i. Director Keyes presented the Budget & Appropriation Ordinance to the Board for review.
  - ii. The Board reviewed and confirmed the information.
  - iii. S. DelVecchio made a motion to approve the Budget & Appropriation Ordinance. R. Holohan seconded the motion. The motion passed unanimously.
- b. FOIA Policy
  - i. Director Keyes presented the FOIA Policy to the Board for review.
  - ii. The Board reviewed and asked questions for clarity.
  - iii. S. DelVecchio made a motion to approve the FOIA Policy. R. Holohan seconded the motion. The motion passed unanimously.
- c. IPLAR
  - i. Director Keyes presented IPLAR to the Board for review.

- ii. The Board reviewed and suggested confirming the data on question 1.22a.
  - iii. S. DelVecchio made a motion to approve the IPLAR with the changes as discussed. R. Holohan seconded the motion. The motion passed unanimously.
- d. Investment of Public Funds Policy
  - i. Director Keyes presented the Investment of Public Funds Policy to the Board for review.
  - ii. The Board reviewed and updated for clarity.
  - iii. R. Holohan made a motion to approve the Investment of Public Funds Policy with the changes as discussed. S. DelVecchio seconded the motion. The motion passed unanimously.
- e. Meeting Room Policy
  - i. Director Keyes presented the Meeting Room Policy to the Board for review.
  - ii. The Board reviewed and asked for the language to be updated per discussion.
- f. Program Participation Policy / Programming Policy
  - i. Director Keyes presented the Program Participation Policy / Programming Policy to the Board for review.
  - ii. The Board reviewed and requested minor changes.
  - iii. S. DelVecchio made a motion to approve the Program Participation Policy / Programming Policy with the changes as discussed. R. Holohan seconded the motion. The motion passed unanimously.
- g. 2025 Election – reviewed the trustees that need to run for election in the spring 2025, if they choose to do so.
- h. New Trustee Appointment – J. Emanuels will contact the applicants for a discussion with the board in September.

**9. Announcements**

- a. Next Regular Board Meeting: 23 September 2024 at 6:00 PM

**10. Adjournment**

- a. A. Dhall made a motion to adjourn the meeting. S. DelVecchio seconded the motion. The motion passed unanimously. The meeting adjourned at 7:52 PM.

Respectfully submitted by Stacey DelVecchio, Secretary