

**Dunlap Public Library District**

**Board Meeting**

**22 July 2024**

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

- a. President J. Emanuels called the meeting to order of the Dunlap Public Library District Board of Trustees at 6:00 PM in the meeting room.
- b. Roll Call Voice Vote:
  - i. Members Present: J. Emanuels, M. Nelson, T. Custis, R. Holohan, B Windsor, A. Dhall, and S. DelVecchio (virtual via Zoom)
  - ii. Absent Members: None
- c. Present Also: Director L. Keyes
- d. Guest(s) Present: Anne Coghill, Dunlap Friends of the Library; Melissa Weyeneth, Adult Services Librarian; Amy Edgar, Youth Services Librarian

**2. Public Comment- None**

**3. Consent Agenda**

- a. Departmental Reports- Were pulled out so that the Adult Services and Youth Services librarians could give a review of their department's Summer Reading programming in person.
- b. Approval of 24 June 2024 Minutes
- c. Ron made a motion to enter into the record the Consent Agenda. T. Custis seconded motion.

**Roll Call Vote:**

YEA: 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.

**4. Friends of the Library Report**

- a. Anne Coghill made a report to the Board.
- b. There are 33 active Friends as of July 11, 2024.
- c. The second General Membership Meeting was held July 11, 2024.

- i. The Friends voted on the next purchase for the library: a one-year membership to Illinois Library Presents.
- ii. The Friends set a goal to raise \$1000 to purchase two Tonie Boxes and an annual subscription that provides several new Tonies, the audio component, each month.

## 5. Finances

- a. Treasure's Report July 2024 submitted by T. Custis regarding the June 30, 2024

accounting reports:

- i. DPLD Balance Sheet

Total assets of \$2,843,269.78 are held in Insured Cash Sweep (ICS) accounts and/or CDs at Better Banks. All DPLD investments are FDIC-insured. As of June 30, 2023, we reported assets of \$2,735,350.03.

- ii. DPLD FY 2024 Results vs. Budget

1. While minor line items showed some deviation the only substantial variance comes from increased interest revenue achieved through the use of CDs.

- b. Consideration of Financial Matters

- c. Signers Resolution.

- i. R. Holohan made a motion to approve the Signer's Resolution as presented. B. Windsor seconded motion.

Roll Call Vote:

YEA: Jim Emanuels, Mary Nelson, Ron Holohan, Tom Custis, Bonnie Windsor, Angie Dhall, and Stacey DelVecchio

NAY: None

ABSTENTION: None

Motion passed unanimously by Roll Call Vote.

## 6. Director's Report

- a. Summer Reading Program 2024 Wrap-Up Theme: Read, Renew, Repeat

- i. Adult Services

1. 133 participants aged 18+ read 596 books and reported their books using a Google entry form completed through the Dunlap Library website and/or paper tickets.
2. 54% of the participants were Dunlap cardholders; 46% were from other area libraries.

3. In 2023, 94 participants read 406 books. 2024 participation was up by 39 participants from 2023 and up 190 books.
- ii. Youth Services
  1. 547 participants (399 children and 140 teens) read 2,507 books (1647 children and 860 teens) and reported their books using a Google entry form completed through the Dunlap Library website and/or paper tickets.
  2. Children submissions made up 66% of the youth services total submissions. In 2023, children submissions made up 73% of the youth services totals.
  3. In 2023, 297 participants read 859 items. 2024 participation was up by 250 participants and up 1,648 books.
- b. Administration
  - i. Preparing for Audit (C-1)
  - ii. Treasurer Transition (C-1)
  - iii. Secretary Transition (C-2)
  - iv. Format of Board Packet
  - v. Attended various training/meetings (C-2)
- c. Community (A-2)
  - i. Helped organize the Friends General Meeting
  - ii. Discussions with Fire Department
  - iii. Read, Eat, Play Passport Program
- d. Facilities, etc. (B-2)
  - i. HVAC Regular maintenance / Filter change on 18 July
- e. Personnel (C-2)
- f. RAILS / RSA / State Library
  - i. RSA Board Met 17 July
  - ii. Preparing for IPLAR

**7. Unfinished Business - None**

**8. New Business**

- a. FY2024 Minute Audit
  - i. President J. Emanuels appointed himself and B. Windsor to review the FY2024 Minutes and all currently closed minutes.
- b. Building & Maintenance Tax Ordinance (No. 2024-2025-01)
  - i. M. Nelson made a motion to approve the Building & Maintenance Tax Ordinance (No. 2024-205-01) as presented. S. DelVecchio seconded motion.

Roll Call Vote:

YEA: Jim Emanuels, Mary Nelson, Ron Holohan, Tom Custis, Bonnie Windsor, Angie Dhall, and Stacey DelVecchio

NAY: None

ABSTENTION: None

Motion passed unanimously by Roll Call Vote.

c. Policy on Public Participation at Board Meetings – Review

- i. Director Keyes presented to the Board the Policy on Public Participation at Board of Trustees Meetings for review.
- ii. Board reviewed and discussed.
- iii. T. Custis made a motion to accept the Policy on Public Participation at Board Meetings. B. Windsor seconded the motion.

Roll Call Vote:

YEA: Jim Emanuels, Mary Nelson, Ron Holohan, Tom Custis, Bonnie Windsor, Angie Dhall, and Stacey DelVecchio

NAY: None

ABSTENTION: None

Motion passed unanimously by Roll Call Vote.

d. Special Reserve Fund Policy – Review

- i. Director Keyes presented to the Board the Special Reserve Fund Policy for review.
- ii. Board reviewed and discussed.
- iii. R. Holohan made a motion to accept the Special Reserve Fund Policy with changes as discussed. M. Nelson seconded the motion.

Roll Call Vote:

YEA: Jim Emanuels, Mary Nelson, Ron Holohan, Tom Custis, Bonnie Windsor, Angie Dhall, and Stacey DelVecchio

NAY: None

ABSTENTION: None

Motion passed unanimously by Roll Call Vote.

**9. Announcements**

- a. Next Regular Board Meeting: 26 August 2024 at 6:00 PM
- b. T. Custis has submitted his resignation from Library Board Trustees effective on August 7, 2024.

**10. Adjournment**

- a. A. Dhall made a motion to adjourn the meeting. T. Custis seconded the motion. Motion passed unanimously. Meeting adjourned at 7:00 PM.

Respectfully submitted by Stacey DelVecchio, Secretary