

Dunlap Public Library District

Board Meeting

23 September 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, and S. DelVecchio
 - ii. Absent Members: A. Dhall
- c. Present Also: Director L. Keyes
- d. Guest(s) Present: Brian Budzynski (Friends of the Dunlap Public Library) Christine Cruz, Gary McCullough, and Sheryl Sattler (on-line)

2. Public Comment- None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of August 26, 2024 Minutes
- c. M. Nelson made a motion to enter into the record the Consent Agenda. R. Holohan seconded the motion. Motion passed unanimously.

4. Friends of the Library Report

- a. Brian Budzynski made a report to the Board.
- b. There are 43 active Friends as of September 17, 2024.
- c. The Friends received a \$10,000 donation from Alfalfa Solar Project, a company owned by Cultivate Power, LCC.
- d. The next Friends General Membership Meeting is to be held October 10, 6-7 pm.

5. Unfinished Business Part 1

- a. New Trustee Appointment
 - i. Christine Cruz
 - ii. Gary McCullough
 - iii. Sheryl Sattler (on-line)
- b. All trustees asked each nominee questions about their qualifications and reasons for applying for the trustee position.

6. Finances

- a. Treasure's Report submitted by R. Holohan regarding the August 31, 2024 accounting reports:
 - i. DPLD Balance Sheet
Total assets of \$3,237,223.85 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. On August 31, 2023, our assets were \$3,113,714.86. Thus, over the past year, our assets have increased more than \$123,500. So far in this fiscal year our revenue from interest has been \$22,238.
 - ii. Reviewed DPLD FY 2025 year-to-date results vs. budget.
- b. Consideration of Financial Matters - None

7. Director's Report

- a. Administration
 - i. Financial Audit (C-1)
 - ii. Bibliotheca service agreement renewal (C-1)
 - iii. Attended various training/meetings (C-2)
- b. Community (A-2)
 - i. Attended Chicago Literary Festival
 - ii. Asked to speak at Illinois Wesleyan University
- c. Facilities, etc. (B-2)
 - i. Key Box project
 - ii. Shelving moving around for J graphic novels
- d. Personnel (C-2)
- e. RAILS / RSA / State Library
 - i. Reciprocity rules with RSA (A-1&2)
 - ii. Speaking at ILA Conference (A-2)

8. New Business

- a. Library Trustee Ethics Statement
 - i. L. Keyes presented the Library Trustee Ethics Statement to the Board for review and asked board members to sign the statement.
 - ii. All Trustees present signed the statement.
- b. Tax Levy Ordinance 2024-2025-03

- i. L. Keyes presented the Tax Levy Ordinance 2024-2025-03 to the Board for review.
- ii. The Board discussed the ordinance and asked clarifying questions.
- iii. R. Holohan made a motion to approve the Tax Levy Ordinance 2024-2025-03. M. Nelson seconded the motion.

Roll Call Vote:

YEA: J. Emanuels, M. Nelson, R. Holohan, B. Windsor, and S. DelVecchio

NAYS: None

ABSTENTION:

ABSENT: A. Dhall

Motion passed unanimously by Roll Call Vote.

- c. Authority to Spend Policy
 - i. L. Keyes presented the Authority to Spend Policy to the Board for review.
 - ii. The Board discussed the policy and asked clarifying questions.
 - iii. B. Windsor made a motion to approve the Authority to Spend Policy. M. Nelson seconded the motion. The motion passed unanimously.
- d. Study Room Policy
 - i. L. Keyes presented the Study Room Policy to the Board for review.
 - ii. The Board discussed the policy and answered questions about minor changes.
 - iii. S. DelVecchio made a motion to approve the Study Room Policy with the changes as discussed. R. Holohan seconded the motion. The motion passed unanimously.
- e. Policy on Program Participation – Rescind
 - i. L. Keyes presented the reason for rescinding the Policy on Program Participation.
 - ii. The Board discussed the issue and asked for clarity on the reason for rescinding the policy.
 - iii. S. DelVecchio made a motion to approve the rescinding of the Policy on Program Participation. M. Nelson seconded the motion. The motion passed unanimously.

9. Unfinished Business Part 2

- a. New Trustee Appointment

- i. M. Nelson made a motion to move to a Closed Session Pursuant to Section 5 ILCS 120/2(c)(3)]. B. Windsor seconded the motion. The motion passed unanimously.
- ii. Moved to Closed Session.
- iii. M. Nelson made a motion to open the meeting at 8:03 PM. R. Holohan seconded the motion. The motion passed unanimously.
- iv. S. DelVecchio made a motion to appoint Christine Cruz as a new trustee to replace T. Custis, effective with the October 2024 board meeting. R. Holohan seconded the motion. The motion passed unanimously.
- v. S. DelVecchio made a motion to appoint Gary McCullough to fill A. Dhall's position effective with the October 2024 board meeting, contingent on receiving A. Dhall's resignation before the October 2024 board meeting. B. Windsor seconded the motion. The motion passed unanimously.

10. Announcements

- a. Next Regular Board Meeting: 28 October 2024 at 6:00 PM

11. Adjournment

- a. M. Nelson made a motion to adjourn the meeting. S. DelVecchio seconded the motion. The motion passed unanimously. The meeting adjourned at 8:06 PM.

Respectfully submitted by Stacey DelVecchio, Secretary