

Dunlap Public Library District

Board Meeting

28 October 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, C. Cruz, G. McCullough and S. DelVecchio
 - ii. Absent Members: None
- c. Present Also: Director L. Keyes
- d. Guest(s) Present: Jessica Gingerevens (Dunlap Friends of the Library), Kim Bird (Hopkins & Associates)

2. Public Comment - None

3. New Business Part 1

- a. Resignation of Angie Dhall
 - i. L. Keyes read the resignation letter she received from Angie Dhall.
 - ii. M. Nelson made a motion to accept the resignation of Angie Dhall, effective September 24, 2024. R. Holohan seconded the motion. The motion passed unanimously.

4. New Trustee Oath of Office

- a. New trustees Christine Cruz and Gary McCullough were sworn in by Director L. Keyes.

5. Consent Agenda

- a. M. Nelson made a motion to remove the Approval of 23 Sept 2024 Open Minutes from the Consent Agenda. B. Windsor seconded the motion. The motion passed unanimously.
- b. Departmental Reports and Approval of 23 Sept 2024 Closed Minutes
 - i. M. Nelson made a motion to enter into the record the Departmental Reports and Approval of 23 Sept 2024 Closed Minutes portions of the Consent Agenda. R. Holohan seconded the motion. The motion passed unanimously.
- c. 23 Sept 2024 Open Minutes
 - i. Discussed the need for minor edits in the presented minutes.
 - ii. S. DelVecchio to correct the minutes.

- iii. S. DelVecchio made a motion to approve the 23 Sept 2024 Open Meeting Minutes with changes as discussed. C. Cruz seconded the motion. The motion passed unanimously.

6. Friends of the Library Report

- a. Jessica Gingerevens made a report to the Board.
- b. At the October 10th, General Membership Meeting, publicly announced the \$10,000 donation and introduced two new programs: “Behind the Scenes” and “First Look Books”.
- c. Donated funds to the library to purchase two Tonie Boxes and an annual subscription that will provide several new Tonies characters, the audio component, for the library.
- d. Celebrated National Friends of Libraries Week took place October 20-26.
- e. The Friends are now a part of the Caterpillar Foundation Donation Match Program and have social media accounts!

7. Finances

- a. Treasure’s Report submitted by R. Holohan regarding the September 30, 2024 accounting reports:
 - i. DPLD Balance Sheet
Total assets of \$3,451,016.95 are held in accounts at Better Banks. All DPLD investments are FDIC-insured. On September 30, 2023, our assets were \$3,295,404. Thus, over the past year, our assets have increased more than \$155,613. So far in this fiscal year our revenue from interest has been \$33,415.01, of which \$4,900 has come in for the corporate account. So far, the interest income is nearly half of the \$67,325 anticipated in the FY 2025 budget.
 - ii. Reviewed DPLD FY 2025 year-to-date results vs. budget.
- b. Consideration of Financial Matters
 - i. L. Keyes and R. Holohan made a proposal on investment/reinvestment options.
 - ii. The Board discussed the proposal and R. Holohan answered questions.
 - iii. S. DelVecchio made a motion to approve the proposal to invest \$132,000 of the recently received taxes into six CDs; two at 91 days and four at 8 month duration, to be accomplished within one week with Better Banks. M. Nelson seconded the motion. The motion passed unanimously.

- iv. M. Nelson made a motion to approve the proposal to re-invest the ten CDs maturing in December (all held at Better Banks) for the best rate available, for between 8-12 month duration. If interest rates fall significantly from 4.25%, the Treasurer and Library Director are to seek permission from the Board to investigate other banks for significantly higher interest rates. S. DelVecchio seconded the motion. The motion passed unanimously.
- c. Review of FY2024 Audit
 - i. Kim Bird, of Hopkins & Associates, was present to explain the main findings of the audit, and to answer questions.

8. Director's Report

- a. Administration
 - i. Attended various training/meetings (C-2)
 - ii. Free Amazon Business Prime account
 - iii. Orientated two new Trustees
 - iv. Assisted Friends Group in applying for Arts Dollars Grant
- b. Community (A-2)
 - i. Wheels O' Time Board meeting & Committee meeting
 - ii. Wheels O' Time Fall Festival
 - iii. Hosted Library Directors Book Club
 - iv. Met with local Autism advocate
 - v. Hosting Early Voting
- c. Facilities, etc. (B-2)
 - i. New water filter installed
 - ii. New light sensor "eye" installed on flood light in the north part of the parking lot
 - iii. Leadership Team training on Security Cameras
- d. Personnel (C-2)
 - i. NARCAN Training Scheduled
- e. RAILS / RSA / State Library
 - i. Visit from RSA
 - ii. Spoke at two sessions at ILA Conference (A-2)
- f. Staff Holiday Gifts

- i. L. Keyes proposed two options for staff holiday gifts
- ii. The board discussed the two options and clarified what was budgeted.
- iii. M. Nelson made a motion for the option that was consistent with 2023 and would total approx. \$825, not including purchasing fees. R. Holohan seconded the motion. The motion passed unanimously.

9. New Business

- a. Recognition of Trustees – Discussion
 - i. The board discussed what would be appropriate for recognition of trustee service.
 - ii. A small reception before the November board meeting @5:30pm will be held to recognize outgoing trustee A. Dhall, pending her availability.
- b. ILA Conference Reports – Discussion
- c. Materials Selection Policy – Review
 - i. L. Keyes presented the Materials Selection 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 Materials Selection Policy with the changes as discussed. M. Nelson seconded the motion. The motion passed unanimously.
- d. Volunteer Policy – Review
 - i. L. Keyes presented the Volunteer Policy to the Board for review.
 - ii. The Board discussed the policy and answered questions about minor changes.
 - iii. M. Nelson made a motion to approve the Volunteer Policy with the changes as discussed. R. Holohan seconded the motion. The motion passed unanimously.
- e. Library Spokesperson – Discussion
 - i. The DPLD official spokesperson is the Board Chair or their delegate.
 - ii. L. Keyes will add this to the General Policy and bring to the board.
- f. Per Capita Grant
 - i. Reports were discussed

10. Unfinished Business Part 2

- a. Meeting Room Policy
 - i. L. Keyes presented the Meeting Room Policy to the Board for review.
 - ii. The Board discussed the policy and answered questions about minor changes.

- iii. M. Nelson made a motion to approve the Meeting Room Policy with the changes as discussed. S. DelVecchio seconded the motion. The motion passed unanimously.

11. Announcements

- a. Next Regular Board Meeting: 25 November 2024 at 6:00 PM

12. Adjournment

- a. S. DelVecchio made a motion to adjourn the meeting. C. Cruz seconded the motion. The motion passed unanimously. The meeting adjourned at 7:56 PM.

Respectfully submitted by Stacey DelVecchio, Secretary