

Dunlap Public Library District

Board Meeting

November 25, 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 (via Zoom), 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)

2. Public Comment - None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of 28 October 2024 Minutes
- c. M. Nelson made a motion to enter into the record the Consent Agenda with corrected bullet numbering on the 28 October 2024 minutes. R. Holohan seconded the motion. The motion passed.

4. Friends of the Library Report

- a. Jessica Gingerevens made a report to the Board.
- b. The Friends have been working on their next two events. The first is a collaborative winter reading project for adults. This reading challenge will include literature classics featured on a mug that will be available for purchase. Two of the library's book clubs have already agreed to use the mug to select their next book and promote the Friends. For the second event, the Friends are exploring the possibility of having a mini-golf fundraiser.
- c. To date the Friends have donated \$1,452.77 to the library.
- d. The Treasurer, Brian Budzynski, has submitted his resignation as an officer on the board effective December 31, 2024.

5. Finances

- a. Treasurer's Report submitted by R. Holohan regarding the October 31, 2024 accounting reports:
 - i. DPLD Balance Sheet
Total assets of \$3,446,061.92 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. As of a year ago, on October 31, 2023, our assets were \$3,163,384. Over the past year, our assets have thus increased \$282,677.
 - ii. Reviewed DPLD FY 2025 year-to-date results vs. budget.
- b. Consideration of Financial Matters

6. Director's Report

- a. Administration
 - i. Website ADA Compliance
 - ii. Researching AI Policy
 - iii. Created new Meeting Room Application
 - iv. Planning with Friends group for fundraiser
 - v. Conferred with Treasurer and Accountant regarding online bill pay
 - vi. Accepted petitions filed for candidacy
 - vii. Attended various training/meetings (C-2)
- b. Community (A-2)
 - i. Hosted Early Voting
 - ii. Hosted ICC LTA Student for a tour
 - iii. Request to speak at OLLI
 - iv. Scheduled training time for Bradley University Tech Services staff
- c. Facilities, etc. (B-2)
 - i. New Patron computer installed
 - ii. Automatic Doors inspected
 - iii. Key Box Map completed
- d. Personnel (C-2)
 - i. All-Staff Meeting 4 November
 - 1. NARCAN Training accomplished
- e. RAILS / RSA / State Library
 - i. Hosted RSA Board Meeting

7. New Business

a. General Policy

- i. L. Keyes presented the General Policy to the Board for review.
- ii. The Board discussed the policy and Laura answered questions.
- iii. S. DelVecchio made a motion to approve the General Policy with the changes as discussed. R. Holohan seconded the motion. The motion passed.

b. Bylaws

- i. L. Keyes presented the Bylaws to the Board for review.
- ii. The Board discussed the Bylaws and Laura answered questions.
- iii. G. McCullough made a motion to approve the Bylaws with the changes as discussed. S. DelVecchio seconded the motion. The motion passed.
- iv. M. Nelson made a motion to remove the vision and mission from the Bylaws and put them into the General Policy. R. Holohan seconded. The motion passed.

c. Holiday Calendar 2025

- i. L. Keyes presented the Holiday Calendar 2025 to the Board for review.
- ii. The Board discussed the calendar and Laura answered questions.
- iii. M. Nelson made a motion to approve the Holiday Calendar 2025 as presented. R. Holohan seconded the motion. The motion passed.

d. Digital Accessibility Statement

- i. L. Keyes presented the Digital Accessibility Statement to the Board for review.
- ii. The Board discussed the statement and Laura answered questions.
- iii. S. DelVecchio made a motion to approve the Digital Accessibility Statement as presented. M. Nelson seconded the motion. The motion passed.

8. Unfinished Business - None

9. Announcements

- a. Next Regular Board Meeting: January 27, 2025, at 6:00 PM

10. Adjournment

- a. S. DelVecchio made a motion to adjourn the meeting. R. Holohan seconded the motion. The motion passed. The meeting adjourned at 7:11 PM.

Respectfully submitted by Stacey DelVecchio, Secretary