

REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY—REMOTE ACCESS
WEDNESDAY, JANUARY 13, 2021
7:00 P.M.

The Library Board met on Wednesday, January 13, 2021 from 7:01 P.M. to 8:15 P.M., via Zoom online meeting

MEMBERS PRESENT: William Garver, Bill Cummings, Joan Burger, Marilyn Cleland, Susan Richter, Leslie Metz, Gary Vander Meer, Becqui Hunt

MEMBERS ABSENT: India Washington

CALL TO ORDER

The Meeting was called to order by Bill Cummings at 7:01 P.M.

ADDITIONS/CHANGES TO AGENDA

- a. In "Announcements" add conversation with Health Department
- b. In "Communications" add Werner Trust document

PUBLIC COMMENTS

None

ANNOUNCEMENTS

- a. Health Department: Spoke with the Health Department to see what they would like us to do for possible reopening. Health Department said they would like for us to wait to reopen until the phase following the current upcoming phase.

COMMUNICATIONS

- a. Werner Trust Document: Emily has sent out the Werner Trust Document to show everyone else has agreed to it.

APPROVAL OF MINUTES

- a. Correction to November 11, 2020 Board Meeting Minutes: In the original minutes the description of open session following closed session was incorrect. It was noted that the approval of an increase to the Directors salary was made during the open session. Richter moved to approve the corrected November 11, 2020 Board Meeting Minutes, seconded by Vander Meer. Motion approved by roll call: 8/0.
- b. December 9, 2020 Board Meeting Minutes: Richter moved to approve the minutes as distributed, seconded by Garver. Motion approved by roll call: 8/0.

REPORTS

- a. Director's Report: Tweaks to programming have been made. Attendance for Teen programming had been low because Chromebook won't let you access Zoom meetings. Discussion followed about program platforms and sign-up. Discussed the non-pledged donation section in the report, and updating the first line to donations received. Also Discussed the Building Automated Service (BAS).

DISCUSSION/ACTION ITEMS

- a. Review of Trustee Facts File – Chapter 1: Discussed that this chapter is an important one to keep in mind.
- b. Review of Standards for Libraries –Chapter 1: Discussed that meet the points in the chapter and discussed strategic plan in relation to the points/standards in the chapter. Discussed section on 5 year review of library

and if services are meeting community needs. Also Discussed how the strategic plan meets these standards, and how it meets core 23.

- c. Action on RK Dixon Service Contract: The printers have been bought out. This is the service contract for maintenance on the machines that we own. We did decide to outsource some of our printing, since it is less expensive to have someone print and fold for us. The service contract is a 12 month term and \$6332.40. Machines and their rates were discussed, as well as the price difference between copy and actual print. Richter moved to approve the RK Dixon Service Contract, seconded by Burger. Motion approved by roll call: 8/0.
- d. Action on Computer and Internet Use Policy Revision: The committee discussed all changes and approved all policies for board approval. All seemed like straight forward changes. Discussed the last bullet on how video chat services are not permitted on library computers, instead patrons can use Wi-Fi to do calls. Discussed how it would be beneficial to add language about patrons using their own phone/device on the Wi-Fi, and to make a second bullet point to clarify point. Discussed adjustment to computer session time, removal or session warning software, and policy for filters on computers. Vander Meer moved to accept the amendment of adding language to clarify patrons can use their own device on the Wi-Fi for video calls, and the addition of a bullet point to make this clear, seconded by Burger. Motion approved by roll call: 8/0. Vander Meer moved to accept the revised Action on Computer and Internet Use Policy Revision, seconded by Metz. Motion approved by roll call: 8/0.
- e. Action on FOIA Compliance Policy Revision: Language in this policy was updated to remove the business hours since the library currently isn't open. Board voted on Policy Committee recommendation to approve the Action on FOIA Compliance Policy revisions. Motion approved by roll call: 8/0.
- f. Action on Public Comment Policy Revision: No changes were made to this policy. Board voted on Policy Committee recommendation to approve Public Comment Policy revision. Motion approved by roll call: 8/0.
- g. Action on Video and Photography Policy Revision: Language was updated on recommendation of the lawyer, including clarifications on taking pictures and recording. Board voted on Policy Committee recommendation to approve the Video and Photography Policy revisions. Motion approved by roll call: 8/0.

FINANCE

- a. Approve Monthly December 2020 Bills: Discussed insurance premium charge and purchase of 3D printer. Richter moved to approve the Monthly December 2020 Bills, seconded by Cleland. Motion approved by roll call: 8/0.
- b. Review Financials: Discussed several lines including contractive services, and the programming line formatting and breakout lines. Will condense lines in the future to be easier to understand.

OLD BUSINESS

None

New BUSINESS

None

ADJOURNMENT

Richter moved to adjourn at 8:15 P.M., seconded by Vander Meer. Motion approved by roll call: 8/0.