

MINUTES
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
WEDNESDAY, JUNE 16, 2021
7:00 P.M.

The Library Board met on Wednesday, June 16, 2021 from 7:00 p.m. to 8:05 p.m.

MEMBERS PRESENT: Joan Burger, Marilyn Cleland, William Garver, Kelli Meserole, Leslie Metz, Susan Richter, Gary Vander Meer

MEMBERS ABSENT: Bequi Hunt, India Washington

CALL TO ORDER

The meeting was called to order by Susan Richter at 7:00 p.m.

ADDITIONS/CHANGES TO AGENDA

None

PUBLIC COMMENTS

None

ANNOUNCEMENTS

None

COMMUNICATIONS

None

APPROVAL OF MINUTES

- A. May 12, 2021 Board Meeting Minutes: Under "OLD BUSINESS" part "B" change "emending" to "adjusting". Metz moved to approve the minutes as corrected, seconded by Vander Meer. Motion passed.

REPORTS

- A. Director's Report: The board discussed program turnout for teen programs, and book club programming. Discussed maintenance including the Adult Services lighting. Also discussed needing new committee list since there is new members.

DISCUSSION/ACTION ITEMS

- A. Review of Trustee Facts File – Chapter 6 and Review of Standards for Libraries – Chapter 7: since these chapters are similar they are being discussed together. Chapters were discussed and reviewed. Discussed how updated these books are, and when updated versions of them come out. Also discussed library books and collections.
- B. Review of Standards for Libraries –Chapter 6 and Review of Trustee Facts File – Chapter 7: Chapters were discussed and reviewed. Discussed timeline for the strategic plan, which we are on the second year of. Emily will bring an update. Discussed the creation of a maintenance schedule and disaster planning and training.
- C. Update on COVID-19 and Library Services: The library is back to mostly normal services. Patrons need to wear a mask if not fully vaccinated, and there is more seating throughout the building. There is not in person programming yet until September to give time for program planning. Curbside has been suspended, however patrons can go to Outreach Services for assistance.
- D. Approval of R.J. O'Neill Semi-Annual Preventative Maintenance Contract: Reviewed and discussed. R.J. O'Neill takes care of air handlers and things like that. This is the semiannual maintenance contract. They come out a couple of times a year. Burger moved to approve the R.J O'Neill Semi Annual Preventative Maintenance Contract, seconded by Garver. Motion approved by roll call; 7/0.

- E. Discussion of New Name for Local History Room: The space that was once the Local History Room is no more. It is changing to an art studio space. Staff had been asked for suggestions. Naming ideas for the room were discussed.

FINANCE

- A. Approve Monthly May 2021 Bills: Monthly May 2021 Bills were reviewed and discussed. Garver moved to approve the Monthly May 2021 Bills, seconded by Burger. Motion approved by roll call; 7/0.
- B. Review Financials: Reviewed and discussed.

CLOSED SESSION TO DISCUSS TOPICS AS ALLOWED BY THE OPEN MEETINGS ACT

None

REPORT FROM CLOSED SESSION

None

OLD BUSINESS

- A. Friday Hours: Discussed adjustment of library hours to close at 5:00 p.m. instead of 6:00 p.m. on Fridays. Will continue next time.

NEW BUSINESS

- A. We are doing an updated request for proposals for IT services
- B. Juneteenth may become a holiday, so holiday closings may need to be discussed.

ADJOURNMENT

Vander Meer moved to adjourn at 8:05 p.m., seconded by Metz. Motion passed.