

MINUTES  
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES  
DEKALB PUBLIC LIBRARY  
WEDNESDAY, JULY 14, 2021  
7:00 P.M.

The Library Board met on Wednesday, July 14, 2021, from 7:00 p.m. to 8:48 p.m.

MEMBERS PRESENT: Marilyn Cleland, William Garver, Becqui Hunt, Kelli Meserole, Leslie Metz, Gary Vander Meer, India Washington

MEMBERS ABSENT: Joan Burger, Susan Richter

CALL TO ORDER

The meeting was called to order by Leslie Metz at 7:00 p.m.

ADDITIONS/CHANGES TO AGENDA

- A. Item "C" under "Discussion/Action Items" needs to be removed. It was inadvertently copied over from the previous agenda.
- B. Item "E" under "Discussion/Action Items" will be discussed after Item "T".
- C. Strategic Plan Update to instead be discussed at August meeting.

PUBLIC COMMENTS

None

ANNOUNCEMENTS

None

COMMUNICATIONS

None

APPROVAL OF MINUTES

- A. June 16, 2021 Board Meeting Minutes: Washington moved to approve the minute as distributed, seconded by Cleland. Motion passed.

REPORTS

- A. Director's Report: The board discussed library services to the Annie Glidden North neighborhood, and the possible services to the neighborhood that could be valuable. The upcoming Culture Fest event was also discussed, as well as Juneteenth resources and programming in the teen space.

~~B. Strategic Plan Update~~

DISCUSSION/ACTION ITEMS

- A. Review of Trustee Facts File – Chapter 8: Chapter 8 was reviewed and discussed including the grievance procedure policy.
- B. Review of Standards for Libraries –Chapter 8: Chapter 8 was reviewed and discussed including Interlibrary Loan services.
- ~~C. Approval of R.J. O'Neill Semi-Annual Preventative Maintenance Contract~~
- D. Approval of New Name for Local History Room: Reviewed and discussed names including the possibility of naming the room after an artist. The room's purpose was discussed, as well as what equipment would be in the room. Washington moved to accept 309 Creative as the new name for the Local History Room, seconded by Hunt. Motion passed.
- ~~E. Approval of Floating Holiday for Juneteenth, 2021: Discussed under "T"~~
- F. Approval of Request for Proposals for IT Services: We are currently on a month to month contract with CMJ. Ryan put together a list of what we want, so we can compare. Vander Meer moved to approve the request for proposals for IT services, seconded by Garver. Motion passed.

- G. Approval of Board By-Laws: Reviewed and discussed; need to update language in article, letter I. Vander Meer moved to approve the Board By-Laws as amended, seconded by Hunt. Motion passed.
- H. Approval of Collection Management and Materials Selection Policy: Policy was reviewed and discussed. Changes to policy include local history no longer under a separate policy. A typo needed to be updated on page 3. Vander Meer moved to approve the Collection Management and Materials Selection Policy subject to final editing, seconded by Hunt. Motion passed.
- I. Approval of Electronic Participation Policy: Reviewed and discussed. Washington moved to approve the Electronic Participation Policy, seconded by Garver. Motion passed.
- J. Approval of Gift Policy: Language was updated. Reviewed and discussed; need to update punctuation. Hunt moved to approve the Gift policy as edited, seconded by Washington. Motion passed.
- K. Approval of Meeting Room Use Policy: Language was updated in the policy. The board discussed suggestions presented by the lawyer for the meeting room policy, including events in the meeting rooms. Vander Meer moved to approve the Meeting Room Use Policy subject to final editing, seconded by Hunt. Motion passed.
- L. Approval of Public Services Policy: Policy updates include the library becoming fine free. Policy was reviewed and discussed. Spelling needs to be updated, and the Signature Gathering and Petitions Policy needs to be removed. Vander Meer moved to approve the Public Services policy as amended with the removal of the Signature Gathering and Petitions Policy, seconded by Garver. Motion Passed.
- M. Approval of Signature Gathering and Petitions Policy: Reviewed and discussed. Garver moved to approve the Signature Gathering and Petitions Policy, seconded by Washington. Motion Passed.
- N. Approval of Studio Policy: Need to update art studio to 309 Creative. Reviewed and discussed. Washington moved to approve the Studio Policy, seconded by Hunt. Motion passed.
- O. Approval of Study Room Use Policy: Language was updated so not as vague about ages for the study rooms. Reviewed and discussed, including how the rooms are managed, and when they are approved. Punctuation needs to be updated. Garver moved to approve the Study Room Use Policy subject to final editing, seconded by Washington. Motion passed.
- P. Approval of Teen Room Policy: Reviewed and discussed, including where the teen area is located. Need to add bullet point and update spacing. Hunt moved to approve the Teen Room Policy, seconded by Washington. Motion passed.
- Q. Approval of Travel Reimbursement Policy: The word “incurred” was changed to “occurred”. Washington moved to approve the Travel Reimbursement Policy, seconded by Garver. Motion passed.
- R. Approval of Tutoring Policy: Language was updated in policy. Reviewed and discussed. Vander Meer moved to approve the Tutoring Policy, seconded by Hunt. Motion passed.
- S. Approval of Unattended Children and Vulnerable Adults Policy: Reviewed and discussed. Need to update typos and spacing. Vander Meer moved to approve the Unattended Children and Vulnerable Adults Policy subject to final editing, seconded by Garver. Motion passed.
- T. Approval of Personnel Manual—Holidays: Updated so the library would be closed Martin Luther King Jr. day so people can participate in a day of service, and so then Juneteenth can become a floating holiday instead. This would allow the library to be open on Juneteenth for educational opportunities. Cleland moved to approve Personnel Manual—Holidays, seconded by Garver. Motion passed.
- E. Approval of Floating Holiday for Juneteenth, 2021: This would give the Juneteenth as a floating holiday for 2021. Hunt moved to approve the Floating Holiday for Juneteenth 2021, seconded by Washington. Motion passed.
- U. Retirement of Local History Collection Management and Materials Selection Policy: Retirement of the policy since the collection is no longer. Washington moved to approve the retirement of the Local History Collection Management and Materials Selection Policy, seconded by Cleland. Motion passed.

- A. Approve Monthly June 2021 Bills: Reviewed and discussed. Garver moved to approve the monthly June 2021 bills, seconded by Hunt. Motion approved by roll call; 7/0.
- B. Review Financials: Financials were reviewed and discussed.
- C. Quarterly Investment Update: This is what First National puts out from last July to June. Review next month since there are pages that were missing.
- D. Approval to Transfer Funds to Investments: Starting to get tax money in – This is to approve transfer to put \$145,115 to investments, and \$25,000 to Philanthropy account. Vander Meer moved to approve transfer of funds to investments, seconded by Hunt. Motion approved by roll call; 7/0.
- E. Approval to Pay Remaining Mortgage: \$155,858 to pay off mortgage. Washington moved to pay remaining mortgage, seconded by Hunt. Motion approved by roll call; 7/0.
- F. Approval of Library Fine Amnesty in 2021: Reviewed and discussed. Discussed waving overdue fines and amnesty for lost materials. Washington moved to wave existing overdue fines and start lost item amnesty for December of 2021, seconded by Hunt. Motion approved by roll call; 7/0.
- G. Approval of Consent for Wenner Trust Asset Sale on Secondary Market: Lawyer is working on distributing the rest of the estate. To hand it out to us – sell to secondary person. Vander Meer moved to agree to lawyer proposal, seconded by Garver. Motion approved by roll call; 7/0.

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

None

REPORT FROM CLOSED SESSION

None

OLD BUSINESS

Emily wanted to reiterate that it was made official the library hours changed from closing at 6:00 p.m. on Friday to 5:00 p.m., following changes to the Public Services Policy.

NEW BUSINESS

We received grant money to do the door in the Haish building, however the plaster is crumbling.

ADJOURNMENT

Vander Meer moved to adjourn at 8:48 p.m., seconded by Hunt. Motion passed.