

MINUTES  
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES  
DEKALB PUBLIC LIBRARY  
WEDNESDAY, SEPTEMBER 8, 2021  
7:00 P.M.

The Library Board met on Wednesday, September 8, 2021 from 7:03 P.M. to 7:57 P.M., via Zoom online Meeting

MEMBERS PRESENT: Susan Richter, William Garver, Gary Vander Meer, Joan Burger, Leslie Metz, India Washington  
MEMBERS ABSENT: Marilyn Cleland, Becqui Hunt, Kelli Meserole

CALL TO ORDER

The meeting was called to order by Susan Richter at 7:03 P.M.

ADDITIONS/CHANGES TO AGENDA

None

PUBLIC COMMENTS

None

ANNOUNCEMENTS

- A. Wenner Trust Update: We had agreed to sell off a complicated asset, along with the other beneficiaries. The asset did sell. We should be getting our portion soon of \$88,000.00.

COMMUNICATIONS

None

APPROVAL OF MINUTES

- A. August 11, 2021 Board Meeting Minutes: Need to add "Meer" under the Approval of Minutes section. Burger moved to approve the minutes as corrected, seconded by Garver. Motion approved by roll call; 5/0.

REPORTS

- A. Director's Report: Discussed meeting with Caroline Morris for services to the Annie Glidden North neighborhood. Discussed some of the backend difficulties had with the website.

DISCUSSION/ACTION ITEMS

- A. Review of Trustee Facts File – Chapter 10: Budgeting and Financial Management: Reviewed.
- B. Review of Standards for Libraries –Chapter 10: Programming and Programming Standards: Discussed programs on the use of library databases.
- C. Approval of 2022 Closed Dates: Need to update staff training date to the 9<sup>th</sup> instead of the 10<sup>th</sup> since it is on a weekend. Vander Meer moved to approve the 2022 Closed Dates, seconded by Washington. Motion approved by roll call; 6/0.
- D. Approval of Computer and Internet Use Policy: Coming to the board to see about having black and white printing be free for personal use. Printing during the pandemic when free was very popular. Currently to service printing, we would need a new register for the Tech Desk. It would be about \$1,000.00 for a new cash register, or about \$2,000.00 to make black and white printing completely free. Color printing would still have a fee. The board discussed the proposed change. Vander Meer moved to approve the revisions to the Computer and Internet Use Policy with the provisional to review fees for printing in 6 months, seconded by Burger. Motion approved by roll call; 6/0.
- E. Approval of DeKalb Township IGA for Non-Resident Cards: Lawyers took a look. Exhibit A was taken out from the one that was sent earlier. This would cover any unincorporated resident who wants a library card, and isn't covered by other legal means. We would issue the card, and Township would pay the non-resident fee. This was then reviewed and discussed. Garver moved to approve the DeKalb Township IGA for Non-Resident Cards, seconded by Vander Meer. Motion approved by roll call; 6/0.

## FINANCE

- A. Approve Monthly August 2021 Bills: Reviewed. Metz moved to approve the monthly August 2021 bills, seconded by Washington. Motion approved by roll call; 6/0.
- B. Review Financials: Reviewed financial reports.
- C. Approval of FY 2022 Budget: Same budgets as before, but Emily did increase the line for office supplies by \$2,000.00 to cover the cost of printing changing. The one looked at last month was Beta budget. Vander Meer moved to approve the Beta budget version of the FY 2022 Budget, seconded by Burger. Motion approved by roll call; 6/0.
- D. Approval of Laptop Computer Purchases: These are replacing the ones that had been in the Collaboration Studio, since the ones in there are pretty slow. These are maker level computers to be used for software. The laptops allow for teaching between the Collaboration Studio and 309 Creative. Right now, the IT replacement fund has just around \$20,000.00. We would want to use that for this and would cover the remainder from budget. Burger moved to approve the Laptop Computer Purchase, seconded by Garver. Motion approved by roll call; 6/0.

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

None

## REPORT FROM CLOSED SESSION

None

## OLD BUSINESS

Building Tour—Areas of Interest: Discussed if board wanted to see back areas of the library. Want to suspend tour until next time we are meeting in person during the 6:00 – 7:00 P.M. hour before the Board meeting.

## NEW BUSINESS

Discussed website backend and website hosting possibilities for the library's website, including design and webmaster.

## ADJOURNMENT

Metz moved to adjourn at 7:57 P.M., seconded by Vander Meer. Motion approved by roll call; 6/0.