

MINUTES
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
BILDER FAMILY MEETING ROOM
WEDNESDAY, MAY 10, 2023
7:00 P.M.

BOARD MEMBERS PRESENT: Marilyn Cleland, Kelli Meserole, Leslie Metz, Jennifer Salmon, Gary Vander Meer
BOARD MEMBERS ABSENT: Bill Garver, Rebecca Hunt, Susan Richter, India Washington
LIBRARY STAFF PRESENT: Emily Faulkner, Samantha Hathaway, Ryan Racine
GUESTS PRESENT: None

CALL TO ORDER:

The meeting was called to order by Metz at 7:04 p.m.

ADDITIONS/CHANGES TO AGENDA

- A. Remove item xv. Video and Photography Policy from section E of Discussion/Action Items.
- B. Add item B. HVAC Damage to Announcements

PUBLIC COMMENTS

None

COMMUNICATIONS

None

ANNOUNCEMENTS

- A. Upcoming After-hours Events:
 - i. Saturday, June 10 at 6:30 p.m. – Jazz in Progress
 - ii. Friday, June 16 at 6:30 p.m. - Hungrytown
 - iii. Friday, July 14 at 6:30 p.m. – Hits of the Ragtime Era
 - iv. Saturday, October 14 at 6:30 p.m. – Jazz in Progress
 - v. Saturday, October 28 at 6:30 p.m. – Wild Blue Ukulele Orchestra
- B. HVAC air handler recently damaged: Racine has administered a temporary fix and a new motor has been ordered for a more permanent fix. The estimated cost is \$20-25,000.

APPROVAL OF MINUTES

- A. April 12, 2023 Board Meeting minutes: Meserole moved to approve the April 12, 2023 Board Meeting minutes with a typo corrected. Seconded by Salmon. Motion passed.

REPORTS

- A. Director's Report: Faulkner briefly outlined a few security issues that arose the past month.

DISCUSSION/ACTION ITEMS

- A. Review Trustee Facts File – Chapter 4: Reviewed.
- B. Review Standards for Libraries – Chapter 4: Reviewed. Accessibility and signage were discussed.
- C. Approve Tee Jay Service Company Bid to Replace Electronic Door Openers: Racine explained which electronic door openers for the restrooms need to be replaced. Vander Meer moved to approve the Tee Jay Service Company bid. Seconded by Salmon. Motion passed via roll call; 5-0.
- D. Approve 2023-25 Strategic Plan: Faulkner outlined the details of the 2023-25 strategic plan put together by staff and Board. Meserole moved to approve the 2023-25 Strategic Plan. Seconded by Salmon. Motion passed.
- E. Approve Policy Revisions:

- i. Collection Management and Materials Selection Policy
- ii. Computer and Internet Use Policy
- iii. Electronic Participation Policy
- iv. FOIA Compliance Policy
- v. Gift Policy
- vi. Public Comment Policy
- vii. Public Services Policy
- viii. Signature Gathering and Petitions Policy
- ix. Studio Policy
- x. Study Room Use Policy
- xi. Teen Room Policy
- xii. Travel Reimbursement Policy
- xiii. Tutoring Policy
- xiv. Unattended Children and Vulnerable Adults Policy

Vander Meer moved to approve all listed policy revisions, as recommended by the Policy Review Committee. Motion passed.

FINANCE

- A. Approve Monthly April 2023 Bills: Vander Meer moved to approve the April 2023 bills. Seconded by Cleland. Motion passed via roll call; 5-0.
- B. Review Financials: Reviewed. Faulkner explained the investment statements and quarterly analyses.
- C. Review Capital Needs Plan: Faulkner met with a financial planner to determine the special reserve funding projection using the general engineering report.

OLD BUSINESS

Vander Meer noted issues with Vega, the consortium's new online catalog. Vega is still in Beta testing.

NEW BUSINESS

None

ADJOURNMENT

Vander Meer moved to adjourn. Seconded by Cleland. Motion passed. Meeting adjourned at 8:08 p.m.