

MINUTES
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
BILDER FAMILY MEETING ROOM
WEDNESDAY, JULY 12, 2023
7:00 P.M.

BOARD MEMBERS PRESENT: Marilyn Cleland, Rebecca Hunt, Kelli Meserole, Leslie Metz, Jennifer Salmon, Gary Vander Meer

BOARD MEMBERS ABSENT: Bill Cummings, Susan Richter, India Washington

LIBRARY STAFF PRESENT: Emily Faulkner, Samantha Hathaway

GUESTS PRESENT: Bill Garver

CALL TO ORDER:

The meeting was called to order by Hunt at 7:05 p.m.

ADDITIONS/CHANGES TO AGENDA

The Oath of Office will be postponed until next meeting, as Cummings is not present. Discussion/Action item H: Approve 2024 Pay Scale will be postponed until next meeting when further data is available. Report items A and B should be June and July Director's reports rather than May and June.

PUBLIC COMMENTS

Bill Garver thanked the Board for his time spent as a Trustee.

COMMUNICATIONS

- A. Correspondence from Cindy Bin.

ANNOUNCEMENTS

- A. Upcoming After-hours Events:
 - i. Friday, July 14 at 6:30 p.m. – Hits of the Ragtime Era
 - ii. Saturday, October 14 at 6:30 p.m. – Jazz in Progress
 - iii. Saturday, October 28 at 6:30 p.m. – Wild Blue Ukulele Orchestra
- B. Appreciation for Outgoing Board Members: Faulkner and the Board thanked outgoing Board members Cleland, Garver, and Metz for their service to the community.

APPROVAL OF MINUTES

- A. May 10, 2023 Board Meeting minutes: Vander Meer moved to approve the May 10, 2023 Board Meeting minutes as distributed. Seconded by Meserole. Motion passed.

REPORTS

- A. June Director's Report: Faulkner noted that we have filled a number of open positions.
- B. July Director's Report: Meserole noted that patrons have told her how much they enjoy our library's events, especially during the summer.

DISCUSSION/ACTION ITEMS

- A. Review Trustee Facts File – Chapter 5 and 6: Reviewed. Faulkner is going to research if there is a reason to add a policy, or add a clause to an existing policy, about patron contests of library events.
- B. Review Standards for Libraries – Chapter 5 and 6: Reviewed.
- C. Approve Polling Place Agreement with DeKalb County Clerk: The library is starting the process to become a polling place since the Methodist Church is moving. Salmon moved to approve the Polling Place Agreement. Seconded by Meserole. Motion passed.

- D. Approve Video Surveillance Policy: The Policy Committee recommended approval of the Video Surveillance Policy. Motion passed.
- E. Approve Policy Revisions:
 - i. Code of Conduct: Added rules for specific age levels.
 - ii. FOIA Compliance Policy: The policy has not changed, just a notification of a change in the procedure.
 - iii. Video and Photography Policy
The Policy Committee recommended approval of the policy revisions. Motion passed.
- F. Approve Personnel Manual Revisions: Changes to vacation time and floating holidays and other minor changes. The Policy Committee recommended approval of the Personnel Manual Revisions. Motion passed.
- G. Approve Disaster Plan and Safety Manual Revisions: Changes to the Thunderstorm Watch plan. The Board wants to add that patrons will be notified if a Thunderstorm Watch is in place. The Policy Committee recommended approval of the Disaster Plan and Safety Manual revisions as amended. Motion passed.

FINANCE

- A. Review 2022 Audit: Reviewed. The library's accountant explained to Faulkner certain aspects of the report.
- B. Approve Monthly May 2023 and June 2023 Bills: Vander Meer moved to approve the May 2023 Bills. Seconded by Meserole. Motion passed via roll call; 6-0. Vander Meer moved to approve the June 2023 Bills. Seconded by Metz. Motion passed via roll call; 6-0.
- C. Review Financials: Reviewed.

OLD BUSINESS

None

NEW BUSINESS

Faulkner asked Board members to let her know if they know anyone who is interested in serving on the Board.

ADJOURNMENT

Vander Meer moved to adjourn. Seconded by Salmon. Motion passed. Meeting adjourned at 8:28 p.m.