

MINUTES
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
BILDER FAMILY MEETING ROOM
WEDNESDAY, SEPTEMBER 13, 2023
7:00 P.M.

BOARD MEMBERS PRESENT: Bill Cummings, Andrea Dahlberg, Rebecca Hunt, Susan Richter, Jennifer Salmon, Gary Vander Meer, India Washington, Betsy Zimmerman.

BOARD MEMBERS ABSENT: Kelli Meserole

LIBRARY STAFF PRESENT: Emily Faulkner, Samantha Hathaway, Ryan Racine

GUESTS PRESENT: None

CALL TO ORDER

The meeting was called to order by Hunt at 7:07 p.m.

ADDITIONS/CHANGES TO AGENDA

- A. Additional announcement about the Annual Board Building Walkthrough
- B. Change "Approve" to "Review" on Discussion/Action item J.

PUBLIC COMMENTS

None

OATH OF OFFICE

Hunt administered the Oath of Office to Dahlberg and Zimmerman.

COMMUNICATIONS

- A. Bill Nicklas Downtown TIF Application Notification

ANNOUNCEMENTS

- A. Upcoming After-hours Events:
 - i. Saturday, October 14 at 6:30 p.m. – Jazz in Progress
 - ii. Saturday, October 28 at 6:30 p.m. – Wild Blue Ukulele Orchestra
- B. Annual Board Building Walkthrough: Faulkner noted that this will take place on Wednesday, October 11, at 6:00 p.m.

MINUTES

- A. Approve August 9, 2023 Board Meeting Minutes: Richter moved to approve the August 9, 2023 Board Meeting Minutes as distributed. Seconded by Cummings. Motion passed.

REPORTS

- A. Director's Report: Faulkner briefly explained a few technology problems that the library is addressing. She also noted that the fencing used at Corn Fest addressed a lot of the patron issues that the library has had in the past during this annual event.
- B. CIPA Internet Filtering and Patron Print Update: Racine gave an overview of updates to the Federal guidelines for CIPA and noted the sharp increase in patron print jobs since making black and white printing free. The library no longer offers color printing, but very few patrons have asked for it.

DISCUSSION/ACTION ITEMS

- A. Review Trustee Facts File – Chapter 8: Reviewed.

- B. Review Standards for Libraries – Chapter 8: Reviewed. Faulkner gave an overview of the ILL consortium of which the library is a member.
- C. Board Officer Elections for Vacant Positions: Richter moved that the Board select Salmon for Vice President and Washington for Secretary. Seconded by Vander Meer. Motion passed.
- D. Committee Assignments: Faulkner explained the purview of each committee. Board members joined their preferred committees.
- E. Approve Letter Thanking Former Board Members: Cummings moved to approve the letter thanking former Board members. Seconded by Dahlberg. Motion passed.
- F. Approve Barracuda Firewall Renewal: Racine explained the Barracuda Firewall system and the inclination to consolidate purchasing. Richter moved to approve the Barracuda Firewall renewal. Seconded by Washington. Motion passed via roll call; 8-0.
- G. Approve 2024 Nonresident Fee Structure: Faulkner noted that this year it would be more beneficial to patrons for the library not to use the mathematical formula as has been done in the past. Richter noted that using the individual tax bill method would require library staff to handle patron financial documents, something that has been undesirable in the past. Richter moved to approve the 2024 Nonresident Fee Structure as a fixed rate formula. Seconded by Vander Meer. Motion passed.
- H. Approve Updated 2023 Closed Dates: Vander Meer moved to approve the updated 2023 Closed Dates. Seconded by Washington. Motion passed.
- I. Report on Taxing Bodies Summit: Faulkner and Hunt gave a report on the most recent Taxing Bodies Summit.
- J. Review Preliminary FY 2024 Levy and Budget: Faulkner explained budget options. She will separate capital expenses from reserves going forward. Board members asked for additional budget information. Faulkner will include a comparison of 2023 and proposed 2024 budgets at the next meeting.
- K. Approve 2024 Pay Scale: Faulkner explained the 2024 Pay Scale and shortening the step period from 15 to 10 years. She will provide the Board with the full step system by position. Richter moved to approve the 2024 Pay Scale. Seconded by Cummings. Motion passed via roll call; 8-0.

FINANCE

- A. Transfer Funds and Close Philanthropy Account: Vander Meer moved to close the Philanthropy Account and move funds into library reserves. Seconded by Salmon. Motion passed via roll call; 8-0.
- B. Approve August 2023 Monthly Bills: Richter moved to approve the August 2023 monthly bills. Seconded by Zimmerman. Motion passed via roll call; 8-0.
- C. Review Financials: Reviewed. Faulkner explained a few line items.

OLD BUSINESS

None

NEW BUSINESS

Faulkner asked the Board what they would like the library to do with outdated or damaged technology. Racine suggested using eWaste. The Board agreed that staff can purchase old equipment. Richter asked about Board members attending ILA in October. Richter and Hunt will attend ILA. Faulkner will send out information about the conference to Board and staff.

ADJOURNMENT

Richter moved to adjourn. Seconded by Washington. Meeting adjourned at 9:02 p.m.