

MINUTES
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES
DEKALB PUBLIC LIBRARY
BILDER FAMILY MEETING ROOM
WEDNESDAY, OCTOBER 11, 2023
7:00 P.M.

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

BOARD MEMBERS ABSENT: India Washington

LIBRARY STAFF PRESENT: Emily Faulkner, Samantha Hathaway

GUESTS PRESENT: None

CALL TO ORDER

The meeting was called to order by Hunt at 7:03 p.m.

ADDITIONS/CHANGES TO AGENDA

Add item ii. Friday, October 27 at 6:30 – Samhein, the Celtic Roots of Halloween to Announcement C. Remove Discussion/Action item D and Finance item D.

PUBLIC COMMENTS

None

COMMUNICATIONS

- A. Planning and Zoning Variance Notification Letter – City of DeKalb

ANNOUNCEMENTS

- A. Request for Board Pictures: Faulkner requested Board members send her photos for the staff and Board wall.
- B. Director Review Information: Faulkner briefed the Board on the current Director Review procedure. She will send a Word document that can be edited.
- C. Upcoming After-Hours Events:
 - i. Saturday, October 14 at 6:30 p.m. – Jazz in Progress
 - ii. Friday, October 27 at 6:30 p.m. – Samhein, the Celtic Roots of Halloween
 - iii. Saturday, October 28 at 6:30 p.m. – Wild Blue Ukulele Orchestra

MINUTES

Approved September 13, 2023 Board Meeting Minutes: Discussion/Action item G was amended to state “ Discussed...fixed rate.” Richter moved to approve the September 13, 2023 Board Meeting Minutes as amended. Seconded by Meserole. Motion passed.

REPORTS

- A. Director’s Report: Faulkner requested feedback for a new format for the monthly report. Zimmerman was interested in seeing increases and decreases in recurring program attendance from month to month. Richter mentioned the success of 8 Countries in 1 Day.

DISCUSSION/ACTION ITEMS

- A. Review Trustee Facts File – Chapter 9: Reviewed. Faulkner will resend the Capital Improvement documents.

- B. Review Standards for Libraries – Chapter 9: Reviewed. The library keeps back issues of the Daily Chronicle in print. Digitizing them is expensive. The library is increasing shelf readers on tough topics.
- C. Approve Bibliotheca Contract: Faulkner explained the annual contract for the cash register system, self-checkout machines, and RFID scanners. Richter moved to approve the Bibliotheca contract. Seconded by Zimmerman. Motion passed via roll call; 8-0.
- D. Strategic Plan Update: Faulkner gave an annual update. Most goals have been started and some have been completed.

FINANCE

- A. Approve ILA Conference Costs: Vander Meer moved to approve ILA Conference costs. Seconded by Salmon. Motion passed via roll call; 7-0 with 1 abstention.
- B. Approve Transfer of \$285,779 to Special Reserve Account: This will bring the library to 21% of the 2023 budget, close to our goal. Richter moved to approve the transfer of \$285,779 to Special Reserve Account. Seconded by Cummings. Motion passed via roll call; 8-0.
- C. Approve Final FY 2024 Levy and Budget: Faulkner provided a side-by-side analysis of the 2023 and proposed 2024 budgets. Richter moved to approve the Final FY 2024 Levy and Budget at \$3,387,911. Seconded by Cummings. Motion passed via roll call; 8-0.
- D. Review Financials – Quarterly Investment Report: Reviewed.

OLD BUSINESS

Vander Meer gave an update on the annual appeal letter process. The Board wants it sent out to the community by November 27. Vander Meer and Richter will write the letter and Faulkner will distribute it to the Board via email.

NEW BUSINESS

Hunt suggested starting Board meetings at 6:00 p.m. rather than 7:00 p.m. on the 2nd Wednesdays of each month. Faulker will put this on next month's agenda to be discussed and voted on.

ADJOURNMENT

Richter moved to adjourn. Seconded by Vander Meer. Motion passed. Meeting adjourned at 8:20 p.m.