

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

BOARD MEMBERS PRESENT: Bill Cummings, Andrea Dahlberg, Rebecca Hunt, Kelli Meserole, Susan Richter, Gary Vander Meer, India Washington

BOARD MEMBERS ABSENT: Jennifer Salmon, Betsy Zimmerman

LIBRARY STAFF PRESENT: Emily Faulkner, Chelsea Racine

GUESTS PRESENT: None

CALL TO ORDER

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

ADDITIONS/CHANGES TO AGENDA

Items C and H under Discussion/Action have been removed.

PUBLIC COMMENTS

None

COMMUNICATIONS

An official note of thanks to the Board from staff member Frank Adamkiewicz was read aloud.

ANNOUNCEMENTS

Name tags and badges for new Board members were distributed.

MINUTES

- A. Approve November 8, 2023 Board Meeting Minutes: Richter requests more detail in future minutes for items such as the non-resident fee formula. Richter moved to approve the November 8, 2023 Board Meeting minutes as distributed. Seconded by Cummings. Motion passed.

REPORTS

- A. Director's Report: Reviewed. Faulkner gave an explanation of switches and Deep Freeze software, and discussed the plans to expand the Library of Things. The high attendance rates for Youth programs was noted.

DISCUSSION/ACTION ITEMS

- A. Review Trustee Facts File – Chapters 11-14: Reviewed. The delay in the mailing of the donation letters was discussed. Meserole, Vander Meer, and Richter offered suggestions for future opportunities to distribute event calendars and other materials. Faulkner noted that the January Board Meeting will include a detailed overview of current PR operations.
- B. Review Standards for Libraries – Chapters 11-13: Reviewed.
- C. Approve Personnel Manual Revision: Sick Time – Vander Meer moved to approve. Seconded by Richter. Motion passed.
- D. Approve Personnel Manual Revision: Paid Time Off – Vander Meer moved to approve. Seconded by Richter. Motion passed.

- E. Approve Ringcentral Telephone Contract – Richter moved to approve. Seconded by Washington. Motion passed via roll call, 7-0.
- F. Discuss Comparable Communities for Salary Study – Faulkner presented options for community libraries and organizations which will be included in the study. Board members selected several libraries and local organizations, which Faulkner will contact.
- G. Approve Change of Regular Board Meeting Time to 6:00 p.m. – Board members discussed arguments for changing or keeping the existing meeting time. Meserole moved to approve the time change. Seconded by Washington. Motion passed via roll call, 4-3. Meserole moved to reconsider the motion at the January Board Meeting, with all Board members in attendance. Seconded by Dahlberg. Motion passed.

FINANCE

- A. Approve November 2023 Monthly Bills – Richter moved to approve. Seconded by Vander Meer. Motion passed via roll call, 7-0.
- B. Review Financials: Reviewed. Report will be edited to say “January – November” instead of “January – December”.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

Richter moved to adjourn. Seconded by Vander Meer. Adjourned at 8:42 p.m.