

MINUTES  
REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES  
DEKALB PUBLIC LIBRARY  
BILDER FAMILY MEETING ROOM  
WEDNESDAY, FEBRUARY 14, 2024  
6:30 P.M.

BOARD MEMBERS PRESENT: Andrea Dahlberg, Rebecca Hunt, Kelli Meserole, Gary Vander Meer, Betsy Zimmerman

BOARD MEMBERS ABSENT: Bill Cummings, Jennifer Salmon, India Washington

LIBRARY STAFF PRESENT: Emily Faulkner, Samantha Hathaway

GUESTS PRESENT: Deb Booth

CALL TO ORDER

The meeting was called to order by Hunt at 6:32 p.m.

ADDITIONS/CHANGES TO AGENDA

No Oath of Office will be administered until Booth is appointed by the Mayor. Booth is in attendance, but will not be voting.

PUBLIC COMMENTS

None

COMMUNICATIONS

None

ANNOUNCEMENTS

- A. Board Photos Request

MINUTES

- A. Approve January 10, 2024 Board Meeting Minutes: Zimmerman moved to approve the January 10, 2024 Board Meeting minutes as distributed. Seconded by Meserole. Motion passed.

REPORTS

- A. Director's Report: Reviewed. Faulkner will be attending the next City Council meeting to give the annual State of the Library address.

DISCUSSION/ACTION ITEMS

- A. Approve Letter of Recognition to Susan Richter: Hunt signed the letter and Faulkner will mail it to Susan Richter.
- B. Approve Community Infectious Disease Safety Policy Revision: Updated with CDC language. Committee recommends approval. Motion passed.
- C. Approve Computer and Internet Use Policy Revision: No changes. Committee recommends approval. Motion passed.
- D. Approve Emergency Succession Plan Revision: Update to salary section. Committee recommends approval. Motion passed.
- E. Approve Investment Policy Revision: No changes. Committee recommends approval. Motion passed.

- F. Approve Meeting Room Use Policy Revision: Changes to limit meeting room use to once a week during peak hours per organization. Limit to one walkthrough/dry run per reservation. Committee recommends approval. Motion passed.
- G. Approve Public Finance Policy Revision: No changes. Committee recommends approval. Motion passed.
- H. Approve Personnel Manual Policy Revisions
  - i. Sick Leave: Updated that employees may be sent home if they are visibly ill.
  - ii. Years of Service Recognition: Institutes a monetary bonus at landmark years of service. Committee recommends approval. Motion passed.
- I. Approve By-Laws Revision: By-Laws Committee added the Vision statement and core goals. Updated guidelines to address tied votes. Director will be a member of all committees but will not vote. Committee recommends approval. Motion passed.
- J. Approve Organizational Chart Revision: Update to select job titles. Vander Meer moved to approve the updated Organizational Chart. Seconded by Zimmerman. Motion passed.

#### FINANCE

- A. Approve January 2024 Monthly Bills: Meserole moved to approve the January 2024 Monthly Bills. Seconded by Zimmerman. Motion passed via roll call; 5-0.
- B. Review Financials: Reviewed. A large endorsement was issued to the library.

#### OLD BUSINESS

None

#### NEW BUSINESS

Technical Services Manager Melanie Kozinski brought in one of the library's circulating STEM kits for the Board to see.

#### ADJOURNMENT

Vander Meer moved to adjourn. Seconded by Meserole. Meeting adjourned at 7:15 p.m.