

DANVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES

President Linda Bolton called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:02 p.m., Tuesday, April 18, 2017, in the second floor Conference Room of the Danville Public Library.

Members Present

Sandra Alcorn
Jane Andrews
Linda Bolton
Martha Espino
Jim Knoblauch
Cindy Parr-Barrett
George Vrentas

Members Absent

Jim Kouzmanoff
Anne Sacheli

Staff Present

Theresa Tyner/Director
Mike Boedicker/Asst.Dir.
Suzie Smith/Bus. Mgr.

Others

The Library Board welcomed its newest member, Jim Knoblauch.

Secretary's Report

Motion to approve the Secretary's Report of February 21, 2017 as presented:

Jim Knoblauch
Second by
Jane Andrews
Motion carried.

Treasurer's Report and Invoices

Motion to approve the February Treasurer's Report as presented:

Martha Espino	Sandra Alcorn-yes	Jane Andrews-yes	Martha Espino-yes
Second by	Jim Knoblauch -yes	Cindy Parr-Barrett-yes	George Vrentas-yes
Sandra Alcorn			

Motion to approve the February Invoices as presented:

Cindy Parr-Barrett	Sandra Alcorn-yes	Jane Andrews-yes	Martha Espino-yes
Second by	Jim Knoblauch-yes	Cindy Parr-Barrett-yes	George Vrentas-yes
Jane Andrews			

Motion to approve the March Treasurer's Report as presented:

Martha Espino	Sandra Alcorn-yes	Jane Andrews-yes	Martha Espino-yes
Second by	Jim Knoblauch -yes	Cindy Parr-Barrett-yes	George Vrentas-yes
Sandra Alcorn			

Motion to approve the March Invoices as presented:

Jane Andrews	Sandra Alcorn-yes	Jane Andrews-yes	Martha Espino-yes
Second by	Jim Knoblauch -yes	Cindy Parr-Barrett-yes	George Vrentas-yes
Cindy Parr-Barrett			

Director's and Personnel Reports - Included with the Director's Report are highlights from monthly reports submitted by the department managers on the activities of their departments in March.

There are no personnel changes to report.

Committee Reports

Finance Committee –Chairman George Vrentas presented three action items, all of which were approved:

That the Library Board act in accordance with the results of the salary survey and authorize that library employees receive increases effective May 1, 2017, under the following guidelines:

1. Employees, including the library director, who have completed at least six months of satisfactory employment at the library, will receive either a 5% increase or an adjustment onto the new Classification and Pay Scale -- allowing \$.05 for every year of employment -- whichever is higher.
2. Employees who have completed less than six months of satisfactory employment at the library will receive an increase upon completing six months of satisfactory employment at the library.
3. That the library director apply \$62,740 of the library's budget to fulfilling the above recommendations for salary adjustments for the library staff and director. (Note: This includes Worker's Compensation, Group Health Insurance, Unemployment Insurance, I.M.R.F., and F.I.C.A., as well as salaries)

Motion to approve as presented:

Martha Espino	Saundra Alcorn-yes	Jane Andrews-yes	Martha Espino-yes
Second by	Jim Knoblauch-yes	Cindy Parr-Barrett-yes	George Vrentas-yes
Jane Andrews			

That \$1,000 in revenues from copier fees be transferred from the General Fund to the Building Fund to be used to pay copier lease payments.

Motion to approve as presented:

Jim Knoblauch	Saundra Alcorn-yes	Jane Andrews-yes	Martha Espino-yes
Second by	Jim Knoblauch-yes	Cindy Parr-Barrett-yes	George Vrentas-yes
Martha Espino			

That the Danville Public Library Board approve the three-year HVAC planned service agreement with Johnson Controls beginning May 1, 2017, in the amount of \$8,632.00 for the first year with 2% increases for subsequent years with the funds from the Maintenance of Building line item in the General Fund.

Motion to approve as presented:

Jane Andrews	Saundra Alcorn-yes	Jane Andrews-yes	Martha Espino-yes
Second by	Jim Knoblauch-yes	Cindy Parr-Barrett-yes	George Vrentas-yes
Cindy Parr-Barrett			

The committee's next meeting will be held on Tuesday, May 16, 2017, at 3:45 p.m. in the second floor conference room.

Building Committee – did not meet.

The committee's next meeting is scheduled for Tuesday, June 13, 2017, at 4:15 p.m. in the second

floor Conference Room and will include a walk-through of the building.

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Policy Committee – Director Theresa Tyner reported that the Policy Committee had four items on the agenda, all of which were approved:

That the Danville Public Library Board approve and adopt a new service policy, Code 3430: Naming Opportunity Guidelines, that addresses naming opportunities for donors.

Motion to approve as presented:

Martha Espino

Second by

Cindy Parr-Barrett

Motion carried.

That the Danville Public Library Board remove Code 3555: Listening Stations from the service policies.

Motion to approve as presented:

George Vrentas

Second by

Jane Andrews

Motion carried.

That the Danville Public Library Board remove Code 3560: Cooperative Collection Development from the service policies.

Motion to approve as presented:

Jim Knoblauch

Second by

Cindy Parr-Barrett

Motion carried.

That the Danville Public Library Board approve updating the Photocopies section of Code 3330: Fines and Fees to align microfilm/microfiche copy fees with those for copies of paper documents.

Motion to approve as presented:

Martha Espino

Second by

Jim Knoblauch

Motion carried.

The committee's next meeting will be held on Thursday, May 18, 2017, at 4:15 p.m. in the second floor conference room.

Technology Committee – did not meet.

Nominating Committee - Linda Bolton appointed Cindy Parr-Barrett and Jane Andrews to this year's Nominating Committee, which will present a slate of officers for the upcoming year at the next board meeting.

Old Business – Board vacancies and appointments – Jim Knoblauch has been appointed to the library board. He will serve on the Building and Technology Committees.

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New Business – The board approved the meeting schedule for FY2017-2018.

Motion to approve as presented:

Jim Knoblauch

Second by

Jane Andrews

Motion carried.

Closed Session – The board went into closed session to conduct the library director performance review.

Motion to go into closed session:

Jim Knoblauch

Second by

Jane Andrews

Motion carried.

Motion to adjourn closed session:

George Vrentas

Second by

Cindy Parr-Barrett

Motion carried.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:47 p.m.

Anne Sacheli, Secretary