

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 4:00 p.m., Tuesday, December 19, 2017, in the second floor Conference Room of the Danville Public Library.

Members Present

Jane Andrews  
Linda Bolton  
Martha Espino  
Jim Knoblauch  
Jim Kouzmanoff  
Cindy Parr-Barrett  
Anne Sacheli

Members Absent

Melissa Rome  
George Vrentas

Staff Present

Theresa Tyner/Director  
Jennifer Lee/Asst.Dir.  
Suzie Smith/Bus. Mgr.

Others

Sandy Cook/CLA  
Carla Boyd/DLF  
Sabrina Henriques/DLF

Sandy Cook, Clifton Larson Allen, reviewed the audit report for FY 2016-2017.

Secretary's Report

Motion to approve the Secretary's Report of November 21, 2017 as amended:

Anne Sacheli

Second by

Jim Knoblauch

Motion carried.

Treasurer's Report and Invoices

Motion to approve the November Treasurer's Report as amended:

Jim Knoblauch      Jane Andrews-yes      Martha Espino-yes      Jim Knoblauch-yes

Second by              Jim Kouzmanoff-yes      Cindy Parr-Barrett-yes      Anne Sacheli-yes

Jane Andrews

Motion to approve the Invoices as presented:

Martha Espino      Jane Andrews-yes      Martha Espino-yes      Jim Knoblauch-yes

Second by              Jim Kouzmanoff-yes      Cindy Parr-Barrett-yes      Anne Sacheli-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 November.

Committee Reports

Finance Committee – The Finance Committee had no action items.

The Finance Committee's next meeting will be held on Monday, January 15, 2018, at 3:45 p.m. in the second floor conference room.

Policy Committee – The Policy Committee had no items to present.

Theresa handed out a copy of the updated sexual harassment policy for review before the board sees it for approval during the January 15 meeting.

The committee has rescheduled its next meeting to Thursday, January 4, 2018, at 4:00 p.m. in the second floor conference room.

Building Committee - The Building Committee had one action item to present, which was approved:

That the Danville Public Library Board approve the construction documents, provided by Dewberry Architects Inc., and the renovation project going out to bid within the project scope of the construction documents.

Motion to approve as presented:

Jim Kouzmanoff

Second by

Jane Andrews

Motion carried.

Building Committee Chair Jim Knoblauch thanked the Foundation for funding the additional LED lighting, so that it could be completed with the renovation. He also reiterated the upcoming bidding timeline, which involves starting the bidding on January 9, 2018, holding a pre-bid contractor meeting in the first floor meeting room at 1:00 p.m. on January 19, 2018 and then holding a public bid opening in the first floor meeting room at 1:00 p.m. on January 30, 2018.

The next meeting of the committee will take place on Tuesday, January 9, 2018, at 4:15 p.m. in the conference room.

Technology Committee – The Technology Committee had no action items to present. The committee has no future meeting dates at this time.

Danville Library Foundation Report - Sabrina Henriques, Executive Director, and Carla Boyd, DLF Board President presented a summary of the November Danville Library Foundation board meeting and outlined upcoming events.

The Foundation approved funding for additional LED lighting to be added to an alternate bid for the renovation project.

Sabrina has begun an annual appeal and a board appeal; the general appeal will go out soon.

The November book sale raised \$2,300, and the book sale committee plans to meet to discuss goals, objectives and frequency of future book sales. Linda Bolton reiterated that the library board is happy to continue to volunteer at future book sales.

Old Business – none.

New Business –

That the Library Board approve the library closings and early closings for 2018:

Motion to approve as amended:

Cindy Parr-Barrett

Second by

Martha Espino

Motion carried.

That the Library Board adopt the updated version of the mission statement: The Danville Public Library connects the community with knowledge, information and culture.

Motion to approve as presented:

Anne Sacheli

Second by

Jane Andrews

Motion carried.

Closed Session – Closed Session was not necessary.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:50 p.m.

Anne Sacheli, Secretary