

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 4:05 p.m., Tuesday, January 16, 2018, in the second floor Conference Room of the Danville Public Library.

Members Present

Linda Bolton
Martha Espino
Jim Knoblauch
Jim Kouzmanoff
Cindy Parr-Barrett
Melissa Rome
Anne Sacheli
George Vrentas

Members Absent

Jane Andrews

Others

Bill Satterwhite/Emeritus
Sabrina Henriques/DLF

Staff Present

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

Secretary's Report

Motion to approve the Secretary's Report of December 19, 2017 as presented:

Melissa Rome

Second by

Cindy Parr-Barrett

Motion carried.

Treasurer's Report and Invoices

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

Jim Kouzmanoff Jim Knoblauch-yes Jim Kouzmanoff-yes

Second by Cindy Parr-Barrett-yes Melissa Rome-yes Anne Sacheli-yes

Melissa Rome George Vrentas-yes

Motion to approve the Invoices as presented:

Jim Knoblauch Martha Espino-yes Jim Knoblauch-yes Jim Kouzmanoff-yes

Second by Cindy Parr-Barrett-yes Melissa Rome-yes Anne Sacheli-yes

Jim Kouzmanoff George Vrentas-yes

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 December.

Committee Reports

Finance Committee – The Finance Committee had one action item, which was approved:

That the non-resident fee be increased to \$138 per family, effective May 1, 2018.

Motion to approve as presented:

Jim Kouzmanoff

Second by

Jim Knoblauch

Motion carried.

The Finance Committee's next meeting will be held on Tuesday, February 20, 2018, at 3:45 p.m. in the second floor conference room.

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

The Policy Committee's next meeting is Thursday, March 15 2018, at 4:15 p.m. in the second floor conference room.

Building Committee - The Building Committee had no items to present.

Chair Jim Knoblauch described the situation involving the HVAC system that closed the library for 2½ days. Jim had stopped by the library for a brief tour of the damaged areas with Theresa and also spoke with Facilities Manager Steve Starkey.

Jim reminded everyone that contractor bidding on the renovation project began January 9. An advertisement for bids was sent to the *Commercial News*. He also reiterated that a pre-bid contractor meeting will be held in the first floor meeting room at 1:00 p.m. on January 19, and then a public bid opening in the first floor meeting room at 1:00 p.m. on January 30. Both meetings are open to the public.

The next meeting of the committee will take place on Tuesday, February 13, 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.

Old Business – none.

New Business –

Revise Code 5620: Sexual Harassment - In a recently passed piece of state legislation (PA 100-0554), government entities in Illinois are required to adopt sexual harassment policies, or update already existing policies, with very specific provisions:

1. A prohibition on sexual harassment.
2. The procedure for reporting an allegation of sexual harassment.
3. A prohibition on retaliation for reporting an allegation of sexual harassment.
4. The consequences for violating the sexual harassment policy and for knowingly making a false report.

Using language from a sample policy provided by the State, Theresa updated the library's current policy. The changes were approved.

That the Danville Public Library Board approve changes to CODE 5620: Sexual Harassment to meet the requirements of Illinois Public Act 100-0554.

Motion to approve as presented:

Martha Espino

Second by

Anne Sacheli

Motion carried.

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Board Minutes

Closed Session – Closed Session was not necessary.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:29 p.m.

Anne Sacheli, Secretary