

DANVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES

Vice President Jim Kouzmanoff called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, August 15, 2017, in the second floor Conference Room of the Danville Public Library.

Members Present

Jane Andrews
Martha Espino
Jim Knoblauch
Jim Kouzmanoff
Cindy Parr-Barrett
Melissa Rome
George Vrentas

Members Absent

Linda Bolton
Anne Sacheli

Others

Staff Present

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

Secretary's Report

Motion to approve the Secretary's Report of July 18, 2017 as presented:

Jim Knoblauch
Second by
Martha Espino
Motion carried.

Treasurer's Report and Invoices

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

Melissa Rome	Jane Andrews-yes	Martha Espino-yes	Jim Knoblauch-yes
Second by Martha Espino	Cindy Parr-Barrett-yes	Melissa Rome-yes	George Vrentas-yes

Motion to approve the Invoices as presented:

Jim Knoblauch	Jane Andrews-yes	Martha Espino-yes	Jim Knoblauch-yes
Second by Melissa Rome	Cindy Parr-Barrett-yes	Melissa Rome-yes	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 July.

Committee Reports

Finance Committee – The Finance Committee had one action item to present, which was approved.

That the Danville Public Library Board approve the installation of a replacement Network Automation Engine (NAE) by Johnson Controls in the amount of \$6,914.00 to be paid with funds from the Maintenance of Building line item in the General Fund.

Motion to approve as presented:

Jane Andrews	Jane Andrews-yes	Martha Espino-yes	Jim Knoblauch-yes
Second by Cindy Parr-Barrett	Cindy Parr-Barrett-yes	Melissa Rome-yes	George Vrentas-yes

The committee's next meeting will be held on Tuesday, September 19, 2017, at 3:45 p.m. in the second floor conference room.

Policy Committee – The Policy Committee had five action items to present, which were approved:

That the Danville Public Library Board approve changes to the organizational chart in Codes 1161, 5220, and 3342 to move the Outreach Services Department to under the supervision of the Assistant Director, move Library Technology to under the supervision of the Library Director, remove Adult Services from the Assistant Director position, and change the name of Reference/Archives to Adult Services.

Motion to approve as presented:
Melissa Rome
Second by
Jim Knoblauch
Motion carried.

That the Danville Public Library Board remove Code 5212: Community Engagement Librarian from the personnel policies.

Motion to approve as presented:
Jane Andrews
Second by
Martha Espino
Motion carried.

That the Danville Public Library Board update Code 5211: Library Director to include direct supervisory and e-rate duties.

Motion to approve as presented:
Cindy Parr-Barrett
Second by
Jim Knoblauch
Motion carried.

That the Danville Public Library Board update Code 5211: Assistant Director by deleting the technology-related tasks and including public service, community engagement, and marketing tasks to reflect the new duties of this position.

Motion to approve as presented:
Melissa Rome
Second by
Jane Andrews
Motion carried.

That the Danville Public Library Board update the changes to the department manager job descriptions in Code 5212: the Director of Outreach Services' new community engagement and collection development duties and the renaming of the Director of Reference/Archives to Director of Adult Services to reflect new collection development and programming duties.

Motion to approve as presented:
Martha Espino
Second by
Cindy Parr-Barrett
Motion carried

The committee's next meeting is scheduled for Thursday, September 21, 2017, at 4:15 p.m. in the second floor conference room.

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

New Building Committee Chair, Jim Knoblauch, turned over the description of a possible LED retrofit project to Theresa. Replacement of the central corridor lighting with LED fixtures is part of the renovation project, and there was interest in learning what was needed to retrofit the whole library. The project, if commenced, would entail replacement of 47 lighting fixtures that are not LED-compatible and replacing over 1400 bulbs in fixtures that are LED-compatible; the cost would be approximately \$83,500.

The committee's next scheduled meeting will be held on Tuesday, October 10, 2017, at 4:15 p.m. in the second floor 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

Strategic Planning Update – Thanks to the Danville Library Foundation, library board members were able to gather input from library users and non-users at the summer book sale. Combined with that effort, input gathering within the library, over the phone, and through the library website has garnered over 280 completed surveys (mostly printed).

The next strategic planning meeting will be on Wednesday, September 13, 2017, at 4:00 to 8:00 p.m. in the first floor meeting room.

New Business -

Theresa handed out resources to review for the Per Capita Grant; these resources will be discussed either in full at the September 19 meeting or over the next several board meetings.

- Chapter 12: “Safety” from *Standards for Illinois Public Libraries*
- Chapters 1-5 from *Trustee Facts File*, 3rd edition
- List of free online safety-related webinars

Closed Session – Closed Session was not necessary.

There being no further business to come before the Board, Vice President Jim Kouzmanoff adjourned the meeting at 4:35 p.m.

Anne Sacheli, Secretary