

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 4:07 p.m., Tuesday, November 21, 2017, in the second floor Conference Room of the Danville Public Library.

Members Present

Jane Andrews
Linda Bolton
Jim Knoblauch
Jim Kouzmanoff
Melissa Rome
Anne Sacheli

Members Absent

Martha Espino
Cindy Parr-Barrett
George Vrentas

Staff Present

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

Others

Secretary's Report

Motion to approve the Secretary's Report of October 17, 2017 as presented:

Melissa Rome

Second by

Jim Kouzmanoff

Motion carried.

Treasurer's Report and Invoices

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

Jim Knoblauch	Jane Andrews-yes	Linda Bolton-yes	Jim Knoblauch-yes
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Second by	Melissa Rome-yes	Anne Sacheli-yes	
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Melissa Rome

Motion to approve the Invoices as presented:

Jim Knoblauch	Jane Andrews-yes	Linda Bolton-yes	Jim Knoblauch-yes
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Second by	Melissa Rome-yes	Anne Sacheli-yes	
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Jane Andrews

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 October.

Committee Reports

Finance Committee – The Finance Committee had one action item with three recommendations to present; each recommendation was approved:

That the Danville Public Library Board approve expanding the corridor lighting alternate bid of the renovation project to include retrofitting all library lighting fixtures with LED lighting fixtures and bulbs at an estimated total of \$83,477, pending the availability of funding.

Motion to approve as presented:

Jim Knoblauch	Jane Andrews-yes	Linda Bolton-yes	Jim Knoblauch-yes
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Second by	Melissa Rome-yes	Anne Sacheli-yes	
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Melissa Rome

That the Danville Public Library Board approve the agreement from Dewberry Architects Inc. that outlines its electrical engineering design services in the amount of \$2,500 to provide additional new lighting to the atrium areas, pending availability of additional funding for the central corridor lighting alternate bid of the renovation project.

Motion to approve as presented:

Melissa Rome	Jane Andrews-yes	Linda Bolton-yes	Jim Knoblauch-yes
Second by	Melissa Rome-yes	Anne Sacheli-yes	
Jim Knoblauch			

That the Danville Public Library Board request funding assistance for \$83,477 from the Danville Library Foundation to expand the central corridor lighting alternate bid of the renovation project to include retrofitting all library lighting fixtures with LED lighting fixtures and bulbs.

Motion to approve as presented:

Anne Sacheli	Jane Andrews-yes	Linda Bolton-yes	Jim Knoblauch-yes
Second by	Melissa Rome-yes	Anne Sacheli-yes	
Jane Andrews			

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

Policy Committee – The Policy Committee had two items to present, which were approved. These policies were handed out last month to the board for review.

That the Danville Public Library Board approve changes to Code 3510: Materials Selection to update current procedures and responsibilities and to simplify the document overall.

Motion to approve as presented:

Melissa Rome
Second by
Jim Knoblauch
Motion carried.

That the Danville Public Library Board approve the adoption of Code 3431: Security Cameras to provide a framework for the use of the library's security cameras.

Motion to approve as presented:

Melissa Rome
Second by
Jim Knoblauch
Motion carried.

The committee's next meeting is scheduled for Thursday, January 4, 2017, at 4:00 p.m. in the second floor conference room.

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

Building Committee Chair Jim Knoblauch reported on the updated timeline for the project. The bidding period will be from January 9 to January 30, 2017. The contractor's Pre-bid meeting/walk-through will be held on January 19 and the public bid opening is scheduled on January 30. Both meetings will be held at 1:00 p.m. in the first floor meeting room.

The Building Committee also has changed back its meeting dates and times to the second Tuesday of the month at 4:15 p.m., since the new dates and time didn't work as well when action items were available. However, instead of holding the bimonthly meetings, monthly meetings will be held through the renovation. The next meeting of the committee will take place on Tuesday, December 12, 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 -

Strategic Plan – The library board reviewed the strategic plan, which was approved.

Motion to approve as amended:

Jim Kouzmanoff

Second by

Melissa Rome

Motion carried.

Update on renovation process – There was nothing new to report that wasn't included in the Building Committee report.

New Business – the board reviewed Per Capita grant requirements, including *Trustee Facts File*, chapters 1-5.

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