

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 4:03 p.m., Tuesday, June 19, 2018, in the second floor Conference Room of the Danville Public Library.

Members Present

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

Members Absent

Melissa Rome

Staff Present

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

Others

Bill Satterwhite/Emeritus

Secretary's Report

Motion to approve the Secretary's Report of May 15, 2018 as presented:

Anne Sacheli

Second by

Jim Kouzmanoff

Motion carried.

Treasurer's Report and Invoices

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

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

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

Jim Kouzmanoff George Vrentas-yes

Motion to approve the Invoices as presented:

Jim Kouzmanoff Jane Andrews-yes Martha Espino-yes Jim Kouzmanoff-yes

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

Jim Knoblauch 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 May.

Committee Reports

Finance Committee – The Finance Committee had four action items to present, all of which were approved:

That the Danville Public Library Board approve the purchase of a Pitney Bowes SendPro C200 postage meter in the amount of \$1,679.84 from the Technology Fund within the Building Fund.

Motion to approve as presented:

Anne Sacheli Jane Andrews-yes Martha Espino-yes Jim Kouzmanoff-yes

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

Jim Kouzmanoff George Vrentas-yes

That the Danville Public Library Board approve the purchase of a Dell PowerEdge T440 server and associated licenses in the amount of \$7,110.00 from the Technology Fund within the Building Fund.

Motion to approve as presented:

Jim Kouzmanoff	Jane Andrews-yes	Martha Espino-yes	Jim Kouzmanoff-yes
Second by	Jim Knoblauch-yes	Cindy Parr-Barrett-yes	Anne Sacheli-yes
Jim Knoblauch	George Vrentas-yes		

That the Danville Public Library Board approve the purchase of switches, handsets, fax adapters, and a six-line phone in the amount of \$3,440.00 from the Technology Fund within the Building Fund.

Motion to approve as presented:

Jim Knoblauch	Jane Andrews-yes	Martha Espino-yes	Jim Kouzmanoff-yes
Second by	Jim Knoblauch-yes	Cindy Parr-Barrett-yes	Anne Sacheli-yes
Jim Kouzmanoff	George Vrentas-yes		

That the Danville Public Library Board approve the Johnson Controls proposal for preventative maintenance services for the Metasys controls software in the amounts of \$3,324.00 in the first year and \$2,753.00 in the second and third years to be paid from the Building Maintenance line item in the General Fund.

Motion to approve as presented:

Jane Andrews	Jane Andrews-yes	Martha Espino-yes	Jim Kouzmanoff-yes
Second by	Jim Knoblauch-yes	Cindy Parr-Barrett-yes	Anne Sacheli-yes
Jim Kouzmanoff	George Vrentas-yes		

The Finance Committee's next meeting is Tuesday, July 17, 2018, at 3:45 p.m. in the second floor conference room.

Policy Committee – The Policy Committee had four action items to present, all of which were approved:

That the Danville Public Library Board approve changes to CODE 5330 Sick Leave to meet the requirements of an amendment (SB2799) to the Employee Sick Leave Act (Illinois Public Act 099-0841).

Motion to approve as presented:

Cindy Parr-Barrett
Second by
Martha Espino
Motion carried.

That the Danville Public Library Board approve revisions to the Outreach Services job descriptions (Code 5212 Director of Outreach Services; Code 5213 Library Assistant II and Library Assistant I) to bring them up to date with actual duties.

Motion to approve as presented:

Jane Andrews
Second by
Cindy Parr-Barrett
Motion carried.

That the Danville Public Library Board delete Code 5060: Employee Assistance Program, since the library's health insurance does not include this service at this time.

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

That the Danville Public Library Board approve renaming CODE 5550 Televisions, Radios, Tape Players, and Headphones to Code 5550 Personal Electronic Devices and apply the suggested revisions to bring the policy up to date.

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

The Policy Committee's next meeting is Thursday, July 19, 2018, at 4:15 p.m. in the second floor conference room.

Building Committee - The Building Committee met on June 12. The committee discussed the Request for Proposal for moving some library collections, shelving, and furniture, as well as a limited amount of shelving assembly, in connection with the renovation and the contractor schedule.

Theresa informed the committee that key department managers would meet to finalize the furniture needs list, so as to move forward with the furniture.

The committee's next meeting is Tuesday, July 10, 2018 at 4:15 p.m. in the second floor conference room.

Technology Committee – The Technology Committee had no action items to present.

Old Business – none.

New Business – none.

Closed Session – was not necessary.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:37 p.m.

Jane Andrews, Secretary