

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, July 17, 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
Melissa Rome
Anne Sacheli
George Vrentas

Members Absent

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 June 19, 2018 as presented:

Martha Espino
Second by
Jim Knoblauch
Motion carried.

Treasurer's Report and Invoices

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

Melissa Rome	Jane Andrews-yes	Martha Espino-yes	Jim Kouzmanoff-yes
Second by	Jim Knoblauch-yes	Cindy Parr-Barrett-yes	Melissa Rome-yes
Martha Espino	Anne Sacheli-yes	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	Melissa Rome-yes
Jim Knoblauch	Anne Sacheli-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 June.

Theresa Tyner briefly reviewed the Illinois Public Library Annual Report with the board and a spreadsheet comparing DPL statistics for the past two years.

One person was promoted and two people joined DPL's staff this month: Dawn Crisp was promoted to Library Assistant I in the Youth Services Department; Carla Kimmell was hired as a Clerk II in the Circulation Department; and Aderion Patton was hired as a custodian in the Facilities Department. The library is now fully staffed.

Committee Reports

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

That the Danville Public Library Board accept the proposal of July 2, 2018, from Hallett & Sons Expert Movers, Inc., in the amount of \$19,800 and a change order to have Hallett Movers perform the full move without library staff assistance in the amount of \$13,600.00, for a total of \$33,400.00, to be paid with funds awarded by the Danville Library Foundation.

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	Melissa Rome-yes
Martha Espino	Anne Sacheli-yes	George Vrentas-yes	

The Finance Committee's next meeting is Tuesday, August 21, 2018, at 3:45 p.m. in the second floor conference room.

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

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

Building Committee - Committee Chair Jim Knoblauch reported that the Building Committee met on July 10. The committee reviewed the one bid submitted for the moving of some library collections, shelving, and furniture, as well as a limited amount of shelving assembly, in connection with the renovation. This committee recommended awarding the bid, and the recommendation was forwarded to the Finance Committee.

The committee's next meeting is Tuesday, August 14, 2018 at 4:15 p.m. in the second floor conference room.

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

Danville Library Foundation - Executive Director Sabrina Henriques reported on the following:

- Connections and relationships she's building in the community
- May gala was a success – 85 people attended, including 8 library managers and 2 library board members
- Approximately 12,000 books have been donated for the book sale; next book sale will be this weekend - July 20-21
- A more formal fund-raising event is scheduled for September 29, which will feature "The CoverGirls Violin Show"

Old Business – none.

New Business – Re-appointments - Three board members have terms that expire in July: Linda Bolton, George Vrentas, and Anne Sacheli. Linda's re-appointment will go before the mayor. George and Anne have chosen to step down from the board – we are thankful for the service they have provided to the library over the many years they have served on the board. Anne, who has been on the board for five years, will attend the Policy Committee meeting on Thursday, July 19, as her last official act. Board President Linda Bolton reported that George, who has served on the board for 18 years, is eligible for emeritus member status, which will go before the board next month. She also asked that board members consider their interest in being the treasurer.

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Proposed marketing plan – The proposed marketing plan was introduced to the board for review and comment. We will discuss next month.

Closed Session – was not necessary.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:41 p.m.

Jane Andrews, Secretary