

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 4:01 p.m., Tuesday, October 16, 2018, in the second floor Conference Room of the Danville Public Library.

Members Present

Jane Andrews
Linda Bolton
Mark Denman
Martha Espino
Cindy Parr-Barrett

Members Absent

Jim Knoblauch
Jim Kouzmanoff
Melissa Rome

Staff Present

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

Others

Bill Satterwhite
George Vrentas

Secretary's Report

Motion to approve the Secretary's Report of September 18, 2018 as presented:

Martha Espino
Second by
Cindy Parr-Barrett
Motion carried.

Treasurer's Report and Invoices

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

Mark Denman	Jane Andrews-yes	Linda Bolton-yes	Mark Denman-yes
Second by	Martha Espino-yes	Cindy Parr-Barrett-yes	
Jane Andrews			

Motion to approve the Invoices as presented:

Jane Andrews	Jane Andrews-yes	Linda Bolton-yes	Mark Denman-yes
Second by	Martha Espino-yes	Cindy Parr-Barrett-yes	
Martha Espino			

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 September.

Youth Services Library Assistant Karma Visser has resigned her position, which has been posted in-house and externally.

Committee Reports

Finance Committee –the Finance Committee, which met immediately before the board meeting, had no action items to present.

The proposed budget/levy request for FY 2019-2020 will be presented for approval by the board next month.

The Finance Committee's next meeting is Tuesday, November 20, 2018, at 3:45 p.m. in the second floor conference room.

Building Committee – Board President Linda Bolton reported that the Building Committee meeting on October 9 was cancelled.

The committee's next meeting is Tuesday, November 13, 2018 at 4:15 p.m. in the second floor conference room.

Policy Committee – Committee Chair Cindy Parr-Barrett reported that the Policy Committee had no action items to present.

Copies of the policies up for approval next month were handed out for review.

The Policy Committee's next meeting is Thursday, November 15, 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

- Per Capita grant handouts – The board reviewed the following resources.
 - Chapter 8: “Public Services: Reference and Reader’s Advisory Services” from *Standards for Illinois Public Libraries*
 - Chapters 7-10 of the *Trustee Facts File* were reviewed; these chapters deal with planning, human resources, facilities, and budgeting and financial management

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 4:39 p.m.

Jane Andrews, Secretary