

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 4:02 p.m., Tuesday, November 20, 2018, in the second floor Conference Room of the Danville Public Library.

Members Present

Linda Bolton  
Mark Denman  
Martha Espino  
Jim Knoblauch  
Jim Kouzmanoff  
Cindy Parr-Barrett  
Melissa Rome

Members Absent

Jane Andrews

Staff Present

Theresa Tyner/Director  
Suzie Smith/Bus. Mgr.

Others

Bill Satterwhite

Secretary's Report

Motion to approve the Secretary's Report of October 16, 2018 as presented:

Jim Kouzmanoff

Second by

Melissa Rome

Motion carried.

Treasurer's Report and Invoices

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

Melissa Rome      Mark Denman-yes      Martha Espino-yes      Jim Knoblauch-yes

Second by      Jim Kouzmanoff-yes      Cindy Parr-Barrett-yes      Melissa Rome-yes

Jim Kouzmanoff

Motion to approve the Invoices as presented:

Martha Espino      Mark Denman-yes      Martha Espino-yes      Jim Knoblauch-yes

Second by      Jim Kouzmanoff-yes      Cindy Parr-Barrett-yes      Melissa Rome-yes

Mark Denman

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.

Penny Thompson has been hired to fill the open Library Assistant I position in Youth Services.

Committee Reports

Finance Committee – Committee Chair Jim Knoblauch reported that the Finance Committee had two action items to present, which were approved:

That the Danville Public Library Board approve the proposed revisions to the list of probable future capital expenses listed in Code 1623: Special Reserve Fund Plan, as amended.

The amount to be accumulated in said Special Reserve Fund shall be:

1. \$500,000 to cover operational expenses until the first distribution of the library's property tax levy has been received,
2. \$320,000 for carpet replacement in whole library,
3. \$431,000 for replacement of the heating/ventilating/air conditioning (HVAC) system,
4. \$20,000 for landscaping on north and east sides of building/lot,
5. \$150,000 for replacement of the elevator,

6. or that amount which the Board of Trustees of the Danville Public Library may from time to time determine to be in the best interests of the public in securing the purposes of said Special Reserve Fund.

Motion to approve as amended:

Jim Kouzmanoff

Second by

Melissa Rome

Motion carried.

That the Danville Public Library Board approve replacement of the elevator door edge system by thyssenkrupp Elevator Corporation for \$4,833.00 to be paid with funds from the Maintenance of Building line item of the General Fund.

Motion to approve as presented:

Jim Kouzmanoff      Mark Denman-yes      Martha Espino-yes      Jim Knoblauch-yes

Second by              Jim Kouzmanoff-yes      Cindy Parr-Barrett-yes      Melissa Rome-yes

Martha Espino

The Finance Committee's next meeting is Tuesday, December 18, 2018, at 3:45 p.m. in the second floor conference room.

Building Committee – Committee Chair Jim Knoblauch reported that the Building Committee meeting had no action items to present.

The committee's next meeting is Tuesday, December 11, 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 three action items to present, which were approved:

That the Danville Public Library Board approve revising the title of Code 5040 Affirmative Action to Code 5040 Equal Employment Opportunity and Antidiscrimination and updating the policy to bring it current with applicable laws.

Motion to approve as presented:

Jim Knoblauch

Second by

Jim Kouzmanoff

Motion carried.

That the Danville Public Library Board approve updating Code 5050 Drug-Free Workplace to bring it current with applicable laws.

Motion to approve as presented:

Melissa Rome

Second by

Jim Kouzmanoff

Motion carried.

That the Danville Public Library Board approve changes to Codes 5230-5250 that address compensation, payroll, and timesheets to bring them up to date with current practice and applicable laws and standards.

Motion to approve as presented:

Jim Knoblauch

Second by

Mark Denman

The committee also discussed and approved moving the meeting dates to alternate with those of the Building Committee on the second Tuesdays of the month.

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

The Policy Committee's next meeting is Thursday, January 8, 2019, 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 – Saturday Morning Summer Sounds and Farmers Market - Representatives from Saturday Morning Summer Sounds and Farmers Market approached the library about possibly moving this event to the library lawn on Saturday mornings from May 25 to October 19, 2019. This event would run from 9:00 a.m. to 1:00 p.m. The board approved this event to be held on the library lawn.

Motion to approve as presented:

Jim Kouzmanoff

Second by

Melissa Rome

Motion carried.

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