

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 4:00 p.m., Tuesday, December 18, 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

Others

Bill Satterwhite  
George Vrentas  
Sabrina Henriques

Staff Present

Theresa Tyner/Director  
Jenifer Hess/Asst.Dir.  
Suzie Smith/Bus. Mgr.

Secretary's Report

Motion to approve the Secretary's Report of November 20, 2018 as presented:

Jim Knoblauch

Second by

Jim Kouzmanoff

Motion carried.

Treasurer's Report and Invoices

Motion to approve the November 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

Mark Denman

Motion to approve the Invoices 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

Cindy Parr-Barrett

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 November.

No personnel changes occurred this month.

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 accept the proposal of December 11, 2018, from Shick School and Office Supply, in the amount of \$18,869.23 to provide furnishings related to the renovation with funds awarded through a Danville Library Foundation grant.

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

Melissa Rome

That the Danville Public Library Board approve the purchase of eight multi-task chairs from Shick School and Office Supply in the amount of \$1,952.16 from the Building Fund.

Motion to approve as presented:

Mark Denman            Mark Denman-yes     Martha Espino-yes     Jim Knoblauch-yes  
Second by             Jim Kouzmanoff-yes     Cindy Parr-Barrett-yes     Melissa Rome-yes  
Jim Kouzmanoff

The Finance Committee's next meeting is Tuesday, January 15, 2019, 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, February 12, 2019 at 4:15 p.m. in the second floor conference room.

Policy Committee – Committee Chair Cindy Parr-Barrett reported that the Policy Committee action items were postponed to the January board meeting.

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.

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

- An overview of the year
- Book sale scheduled for March; books in November went to Community Action to be distributed through its programs
- Collaboration on an event with organization Wear Your Pearls
- The annual appeal is out
- 100% board participation/donation to Foundation
- Met with library managers about programming for FY2019-2020

Old Business – none.

New Business –

That the Library Board approve the schedule for the library closings and early closings for calendar year 2019.

Motion to approve as presented:

Cindy Parr-Barrett

Second by

Jim Knoblauch

Motion carried.

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Board Minutes

That the Library Board approve the naming opportunity request, submitted by the Danville Library Foundation, to name the new Teen Zone in memory of Howard G. Rutan.

Motion to approve as presented:

Melissa Rome

Second by

Jim Kouzmanoff

Motion carried.

Closed Session – was not necessary.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:45 p.m.

Jane Andrews, Secretary