

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 4:07 p.m., Tuesday, October 17, 2017, in the second floor Conference Room of the Danville Public Library.

Members Present

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

Members Absent

Melissa Rome

Staff Present

Theresa Tyner/Director  
Mike Boedicker/Asst.Dir.

Others

Carla Boyd/DLF  
Sabrina Henriques

Secretary's Report

Motion to approve the Secretary's Report of September 19<sup>th</sup>, 2017 as presented:

Jane Andrews  
Second by  
Jim Knoblauch  
Motion carried.

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

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

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.

Committee Reports

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

That the Danville Public Library Board approve the proposed tax levy request for FY 2018-2019.

Motion to approve as presented:

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

The Finance Committee's next meeting will be held on Tuesday, November 21, 2017, at 3:45 p.m. in the second floor conference room.

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

The committee's next meeting is scheduled for Thursday, November 16, 2017, at 4:15 p.m. in the second floor conference room.

Building Committee - The Building Committee had no action items to present.

Building Committee Chair Jim Knoblauch reported that the committee met on October 10 and toured the building. Linda Bolton mentioned that beginning on November 21, the committee will meet monthly at 4:30 p.m. on the third Tuesday of the month or immediately after the board meeting ends. This schedule will remain in force until the end of the renovation.

Technology Committee – The Technology Committee had no action items to present. The committee has no future meeting dates at this time.

Danville Library Foundation - Sabrina Henriques, the new executive director of the Danville Library Foundation, introduced herself and reported on her activities and plans.

- Two software tools she uses, Donor Perfect and QuickBooks, have been updated.
- The fall book sale will be held November 16-18.
- A new Facebook page is in the works.
- The annual appeal, which will focus on the technology fund, will go out in November.
- The donor recognition wall is being updated.
- Sabrina is looking at recognition events, with the possibility of breaking them out into smaller events.
- The next From Page to Stage event will take place in September, 2018.

Old Business -

Update on strategic planning process – Facilitator Sarah Robison transcribed preliminary strategic planning goals drafted at the September 13 strategic planning meeting and put them into a document that she and Theresa reviewed on October 13; any goals not meeting the S.M.A.R.T. standard were revised to do so. Theresa distributed a handout to the library board showing the revised goals. Board members were asked to review the handout, communicate any corrections to Theresa, with the goal to approve them at the next board meeting.

Update on renovation process – Theresa Tyner reported that Dewberry Architects came to the library on October 10 to help staff choose color schemes, lighting fixtures, flooring, and other materials for the construction areas. Preliminary work still is being completed, including providing information necessary for the bidding process.

New Business – none.

Closed Session – Closed Session was not necessary.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:00 p.m.