

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, September 19, 2017, in the second floor Conference Room of the Danville Public Library.

Members Present

Jane Andrews
Linda Bolton
Martha Espino
Jim Knoblauch
Jim Kouzmanoff
Melissa Rome
Anne Sacheli
George Vrentas

Members Absent

Cindy Parr-Barrett

Others

Staff Present

Theresa Tyner/Director
Mike Boedicker/Asst.Dir.
Suzie Smith/Bus. Mgr.

Secretary's Report

Motion to approve the Secretary's Report of August 15, 2017 as presented:

Martha Espino
Second by
Anne Sacheli
Motion carried.

Treasurer's Report and Invoices

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

Jane Andrews	Jane Andrews-yes	Martha Espino-yes	Jim Knoblauch-yes
Second by	Melissa Rome-yes	Anne Sacheli-yes	George Vrentas-yes
Martha Espino			

Motion to approve the Invoices as presented:

Jim Knoblauch	Jane Andrews-yes	Martha Espino-yes	Jim Knoblauch-yes
Second by	Melissa Rome-yes	Anne Sacheli-yes	George Vrentas-yes
Melissa Rome			

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 August.

Committee Reports

Finance Committee – The Finance Committee had no action item to present. The board reviewed the proposed budget/levy request for FY 2018-2019, which will be presented for approval by the board next month.

The Finance Committee's next meeting will be held on Tuesday, October 17, 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, September 21, 2017, at 4:15 p.m. in the second floor conference room.

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

The committee scheduled a special meeting, with over 10-days' notice, to be held immediately after the board meeting in order to discuss some logistics pertaining to the renovation. The committee also will meet at its regularly scheduled meeting on Tuesday, October 10, 2017.

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

Old Business

Update on strategic planning process – The strategic planning committee met on Wednesday, September 13, 2017, at 4:00 p.m. in the first floor meeting room. The facilitator, Sarah Robison shared the results of the survey and the participants began formulating goals based on those results and discussions held at the previous strategic planning meeting. Sarah will transcribe the goals into a document that she and Theresa will review; any goals not meeting the S.M.A.R.T. standard will be revised to do so. The results will be presented at a later meeting; the date has not been determined.

Update on renovation process – Preliminary work is being completed, including documents to gather information necessary for the bidding process and to complete a working project timeline.

Review for Per Capita grant – Chapter 12: “Safety from *Standards for Illinois Public Libraries* was reviewed and discussed. The Per Capita and Equalization Grant that we have received annually for several years requires that the board review a chapter from this resource each year.

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 4:40 p.m.

Anne Sacheli, Secretary