

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 4:03 p.m., Tuesday, August 21, 2018, in the second floor Conference Room of the Danville Public Library.

Members Present

Jane Andrews
Linda Bolton
Jim Kouzmanoff
Jim Knoblauch
Cindy Parr-Barrett
Melissa Rome

Members Absent

Martha Espino

Staff Present

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

Others

Mark Denman

Secretary's Report

Motion to approve the Secretary's Report of July 17, 2018 as presented:

Jim Knoblauch
Second by
Melissa Rome
Motion carried.

Treasurer's Report and Invoices

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

Jim Knoblauch	Jane Andrews-yes	Jim Kouzmanoff-yes	Jim Knoblauch-yes
Second by	Cindy Parr-Barrett-yes	Melissa Rome-yes	
Melissa Rome			

Motion to approve the Invoices as presented:

Jim Knoblauch	Jane Andrews-yes	Jim Kouzmanoff-yes	Jim Knoblauch-yes
Second by	Cindy Parr-Barrett-yes	Melissa Rome-yes	
Jim Kouzmanoff			

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 July.

Theresa Tyner reported that Isabelle Peters, who worked as a Circulation Clerk I has resigned. A search is underway for her replacement.

Committee Reports

Finance Committee – The Finance Committee had no action item to present.

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

Building Committee – The building Committee had not met and had no action items to present.

The committee's next meeting is Tuesday, September 11, 2018 at 4:15 p.m. in the second floor conference room.

Policy Committee – The Policy Committee had five action items to present, all of which were approved:

That the Danville Public Library Board approve the suggested revisions to Code 5370: Leave for Required Court Appearance to allow part-time employees to be paid for scheduled hours missed for required court appearances.

Motion to approve as presented:

Melissa Rome

Second by

Jim Kouzmanoff

Motion carried.

That the Danville Public Library Board approve renaming Code 5532 Smoking to Code 5532 Smoking and Tobacco Use and approve the suggested revisions to bring the policy up to date.

Motion to approve as presented:

Jim Kouzmanoff

Second by

Jane Andrews

Motion carried.

That the Danville Public Library Board approve the suggested revisions to Code 5533 Food and Drink to address alcoholic beverages.

Motion to approve as presented:

Melissa Rome

Second by

Jim Knoblauch

Motion carried.

That the Danville Public Library Board approve changes to Code 3540 Loan Periods and Limits on Library Materials to bring the policy up to date and to reflect current practice.

Motion to approve as presented:

Jane Andrews

Second by

Cindy Parr-Barrett

Motion carried.

That the Danville Public Library Board approve the suggested changes to the personnel policies in the following sections: Disclaimer-5030 and 5070-5190.

Motion to approve as presented:

Jim Kouzmanoff

Second by

Jim Knoblauch

Motion carried.

The Policy Committee's next meeting is Thursday, September 20, 2018, at 4:15 p.m. in the second floor conference room.

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

Executive Committee - Committee Chair Linda Bolton reported that the Executive Committee met on August 14 and had one action item to present, which was approved:

That George Vrentas, having actively served on the Danville Public Library Board since 2000, as Secretary from 2006 - 2013 and as Treasurer since 2013, be granted Emeritus status as outlined in Board Policy 1211, Emeritus Members, upon his retirement from the Board.

Motion to approve as presented:

Cindy Parr-Barrett

Second by

Melissa Rome

Motion carried.

Old Business – Proposed Marketing Plan – Assistant Director Jennifer Lee summarized the proposed marketing plan.

New Business –

Naming opportunity for large group study room – Linda asked Sabrina Henriques to provide background on the request from the Danville Library Foundation (DLF) that the new large group study room be named in memory of Gill M. Garman, who served for over twenty years on the DLF board. The request was approved:

Motion to approve as presented:

Jane Andrews

Second by

Melissa Rome

Motion carried.

Election of New Treasurer – Jim Knoblauch was nominated for the office of Treasurer to replace former Treasurer George Vrentas; no other nominations were received. Jim was elected to the position.

Motion to approve as presented:

Jim Kouzmanoff

Second by

Cindy Parr-Barrett

Motion carried.

New trustee appointments – Mark Denman’s appointment to the library board is on the August 21 City Council agenda for approval. If approved, a board orientation for him will be scheduled before the next board meeting.

Committee chair openings/assignments – Jim Knoblauch has agreed to chair the Finance Committee and will continue to chair the Building Committee through the renovation. The chair for the Policy Committee will be decided at the next meeting of the committee in September.

Per Capita grant handouts – Theresa handed out resources to review for the Per Capita Grant; these resources will be discussed either in full at the September 18 meeting or over the next several board meetings.

- Chapter 8: “Public Services: Reference and Reader’s Advisory Services”

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Board Minutes

Closed Session – was not necessary.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:43 p.m.

Jane Andrews, Secretary