

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 4:01 p.m., Tuesday, April 29, 2019, in the second floor Conference Room of the Danville Public Library.

Members Present

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

Members Absent

Others

Bill Satterwhite, Emeritus
George Vrentas, Emeritus
Mary Reik, prospective DPL trustee

Staff Present

Theresa Tyner/Director
Suzie Smith/Bus. Mgr.

Secretary's Report

Motion to approve the Secretary's Report of March 19, 2019 as presented:

Jim Knoblauch

Second by

Cindy Parr-Barrett

Motion carried.

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

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

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 March.

No personnel changes occurred this month.

Committee Reports

Finance Committee – Committee Chair Jim Knoblauch reported that the Finance Committee had four action items to present:

That the pay scale of the Facilities Manager be revised to a midpoint between the Business Manager and Librarian III classifications and that the part-time Custodian minimum hourly wage be revised to the same level as the Clerk II.

Motion to approve as presented:

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

That the library employees receive increases effective May 1, 2019, under the following guidelines:

1. Employees, including the Library Director, who have completed at least six months of satisfactory employment at the library, will receive a 2% increase.
2. Employees who have completed less than six months of satisfactory employment at the library will receive an increase upon completing six months of satisfactory employment at the library.
3. Adjustments to the pay for the Facilities Manager and Custodian positions reflect changes to the Classification and Pay Scale adjustments.

Motion to approve as presented:

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

That the Danville Public Library Board approve the revised budget for Fiscal Year 2019-2020 as presented. The bottom-line budget revenues and expenditures remain the same.

Motion to approve as presented:

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

That \$275 [amended to \$1,000] in revenues from copier fees be transferred from the General Fund to the Building Fund to be used to pay copier lease payments.

Motion to approve as amended:

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

The Finance Committee's next meeting is Tuesday, May 21, 2019, at 3:45 p.m. in the second floor conference room.

Building Committee – Committee Chair Jim Knoblauch reported that the Building Committee meeting did not meet this month. He noted that the department monthly report mentioned that the elevator had been serviced three times and new security cameras were purchased and installed (a fourth camera was repositioned).

The committee's next meeting is Tuesday, June 11, 2019, at 4:15 p.m. in the second floor conference room.

Policy Committee – The Policy Committee's next meeting is Tuesday, May 14, 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 –

- Approval of meeting schedule for FY2019-2020 – Jim Knoblauch moved that the library board approve the meeting schedule for FY2019-2020. Melissa Rome seconded the motion. The motion carried.
- Website redesign – A timeline for the website redesign project was handed out. The launch of the new website will be in mid-June.
- Board vacancy – Mary Reik’s anticipated appointment to the library board was covered at the beginning of the meeting. She will fill the vacancy left by George Vrentas’ retirement from the board. Jim Kouzmanoff also is retiring from the board, so there is a second vacancy.
- Tours for Mayor and Aldermen – Jim Knoblauch reminded the board that we would like to offer tours of the library for the new mayor and council members.

Closed Session – There was no need for a closed session.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:34 p.m.

Jane Andrews, Secretary