

DANVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES

President Linda Bolton called the board meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, June 18, 2019, in the second floor Conference Room of the Danville Public Library.

Members Present

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

Members Absent

Martha Espino

Staff Present

Theresa Tyner/Director
Suzie Smith/Bus. Mgr.

Others

Jim Kouzmanoff, Emeritus
Bill Satterwhite, Emeritus
George Vrentas, Emeritus

Secretary's Report

Motion to approve the Secretary's Report of May 21, 2019 as presented:

Jim Knoblauch
Second by
Melissa Rome
Motion carried.

Treasurer's Report and Invoices

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

Melissa Rome	Jane Andrews-yes	Mark Denman-yes	Jim Knoblauch-yes
Second by	Cindy Parr-Barrett-yes	Mary Reik-yes	Melissa Rome-yes
Mark Denman			

Motion to approve the Invoices as presented:

Mary Reik	Jane Andrews-yes	Mark Denman-yes	Jim Knoblauch-yes
Second by	Cindy Parr-Barrett-yes	Mary Reik-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 May.

Theresa reviewed highlights from the Illinois Public Library Annual Report, which covers statistics for fiscal year 2018-2019 (May 1, 2018 – April 30, 2019).

Amara Lee has joined the Adult Services staff as a Library Assistant I; she began working at Danville Public Library on June 10, 2019.

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 Agreement with Theresa M. Tyner for interim administrative services, as outlined.

Motion to approve as presented:

Melissa Rome	Jane Andrews-yes	Mark Denman-yes	Jim Knoblauch-yes
Second by	Cindy Parr-Barrett-yes	Mary Reik-yes	Melissa Rome -yes
Jane Andrews			

That the Library Board authorize the Business Manager to transfer necessary funds from the General fund to the FICA and IMRF funds to cover FICA and IMRF expenses until the first tax distribution is received, at which time the money will be repaid to the General fund.

Motion to approve as presented:

Mark Denman	Jane Andrews-yes	Mark Denman-yes	Jim Knoblauch-yes
Second by	Cindy Parr-Barrett-yes	Mary Reik-yes	Melissa Rome -yes
Cindy Parr-Barrett			

The Finance Committee's next meeting is Tuesday, July 16, 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.

The committee's next meeting is Tuesday, August 13, 2019, at 4:15 p.m. in the second floor conference room.

Policy Committee – Committee Chair Cindy Parr-Barrett reported that the committee had seven action items to present, which were approved.

That the Danville Public Library Board approve revising Code 1624: Annual Transfer of Funds to allow for Copy Revenues from the General Fund to be transferred in May instead of April.

Motion to approve as presented:

Jim Knoblauch
Second by
Mary Reik
Motion carried.

That the Danville Public Library Board approve revising Code 3320: Non-resident Patrons to include non-resident leaseholders and to allow anyone residing with a non-resident local property owner or lessor to obtain a library card.

Motion to approve as presented:

Melissa Rome
Second by
Jim Knoblauch
Motion carried.

That the Danville Public Library Board approve revisions to Code 3330: Fines and Fees, including removing fines for computer software, adding fines for tablet loans to teens, and clarifying language.

Motion to approve as presented:

Mark Denman
Second by
Jane Andrews
Motion carried.

That the Danville Public Library Board approve revisions to 3540: Loan Periods and Limits on Library Materials that set out parameters for tablet loans to teens.

Motion to approve as presented:

Jim Knoblauch

Second by

Melissa Rome

Motion carried.

That the Danville Public Library Board approve changes to Code 3582: Social Media, which addresses the purpose and use of the library's social media sites.

Motion to approve as presented:

Mary Reik

Second by

Melissa Rome

Motion carried.

That the Danville Public Library Board approve changes to bring up to date Code 5390: Military Leave, which addresses military leave for employees.

Motion to approve as presented:

Melissa Rome

Second by

Jane Andrews

Motion carried.

That the Danville Public Library Board approve the removal of Code 3550: Audiovisual Materials and Equipment, which contains information already covered in other policies.

Motion to approve as presented:

Jim Knoblauch

Second by

Mary Reik

Motion carried.

The Policy Committee's next meeting is Tuesday, July 9, 2019, at 4:15 p.m. in the second floor conference room.

Technology Committee – The Technology Committee had no action items to present. The committee has no scheduled meetings at this time.

Old Business – There was no old business.

New Business - Library Director Search Committee – Prior to the meeting, Linda Bolton contacted Mark Denman and Jane Andrews to ask if they would serve on the Library Director Search Committee; they are willing to do so. Linda asked for a motion to form a Library Director Search Committee with her, Mark and Jane as the members.

Motion to approve as presented:

Melissa Rome

Second by

Jim Knoblauch

Motion carried.

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

Page 4
June 18, 2019
Board Minutes

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:36 p.m.

Jane Andrews, Secretary