

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, August 20, 2019, in the second floor Conference Room of the Danville Public Library.

Members Present

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

Members Absent

Martha Espino  
Mary Reik

Staff Present

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

Others

Bill Satterwhite, Emeritus

Secretary's Report

Motion to approve the Secretary's Report of July 16, 2019 as presented:

Cindy Parr-Barrett

Second by

Melissa Rome

Motion carried.

Treasurer's Report and Invoices

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

Melissa Rome      Jane Andrews-yes      Mark Denman-yes      Jim Knoblauch-yes

Second by      Cindy Parr-Barrett-yes      Melissa Rome-yes

Mark Denman

Motion to approve the Invoices as presented:

Cindy Parr-Barrett      Jane Andrews-yes      Mark Denman-yes      Jim Knoblauch-yes

Second by      Cindy Parr-Barrett-yes      Melissa Rome-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 July.

There were no personnel changes.

Committee Reports

Finance Committee – Committee Chair Jim Knoblauch reported that the Finance Committee had no action items to present.

The Finance Committee's next meeting is Tuesday, September 17, 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, October 8, 2019, at 4:15 p.m. in the second floor conference room.

Policy Committee – Committee Chair Cindy Parr-Barrett reported that the committee had four actions items to present, which were approved:

That the Danville Public Library Board approve revising Code 5211: Classification System, Administration, Library Director by adding “Open Meetings Act designee” to the list of tasks.

Motion to approve as presented:

Melissa Rome

Second by

Jane Andrews

Motion carried.

That the Danville Public Library Board approve revising Code 1661: Library Director Search Committee in order to bring it in line with other library committee codes and to broaden the possible participants.

Motion to approve as presented:

Jim Knoblauch

Second by

Melissa Rome

Motion carried.

That the Danville Public Library Board approve the suggested changes to Codes 3580 and 3581:

- Change the name of Code 3580: Computer Use to Code 3580: Public Computer and Internet Access
- Move the text from Code 3581: Internet Resources to Code 3580: Public Computer and Internet Access
- Change the name of Code 3581: Internet Resources to Code 3581: Website Patron Privacy

Motion to approve as presented:

Mark Denman

Second by

Jane Andrews

Motion carried.

That the Danville Public Library Board approve adding Code 3581: Website Patron Privacy.

Motion to approve as presented:

Jane Andrews

Second by

Melissa Rome

Motion carried.

The Policy Committee’s next meeting is Tuesday, September 10, 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.

Danville Library Foundation - Executive Director Sabrina Henriques delivered invitations to the next Night of Enchantment gala event, held on September 14, with the Cover Girls once more engaged for the evening.

Old Business –

Trustee Vacancy – Cydney Boyd’s anticipated appointment to the Library Board was discussed. She will fill the vacancy left by Jim Kouzmanoff’s retirement from the board.

Library Director Search Committee –Linda Bolton reported that the Search Committee met with five highly qualified candidates. They decided to offer the director position to Assistant Director Jennifer Hess.

Motion to approve hiring Jennifer Hess as Library Director at the minimum salary, effective September 3, 2019:

Melissa Rome

Second by

Jane Andrews

Motion carried.

Over half of the library staff completed the staff survey. Linda reviewed the results of the survey and expectations for both Jennifer and Board involvement in the coming months.

New Business – The Building Maintenance Department shared concerns regarding loitering at the front entrance. It was determined that the benches will be removed from the canopy area to help discourage loitering near the entrance and set up on a different area of library property.

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 4:50 p.m.

Jane Andrews, Secretary