

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 4:00 p.m., Tuesday, September 17, 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

Cydney Boyd

Staff Present

Jennifer Hess/Director
Suzie Smith/Bus. Mgr.

Others

Bill Satterwhite, Emeritus

Secretary's Report

Motion to approve the Secretary's Report of August 20, 2019 as presented:

Jim Knoblauch
Second by
Melissa Rome
Motion carried.

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

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

Theresa Tyner's last day as acting director was Saturday, August 31. Jennifer Hess' status changed from Interim Director to Director. The position of Assistant Director is now vacant.

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, October 15, 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 met on September 10. Copies of policy action items to review will be sent to board members via email. Action items will be voted on at the October meeting.

The Policy Committee's next meeting is Tuesday, November 12, 2019, at 4:00 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 - Foundation Executive Director Sabrina Henriques was not able to be present at this meeting, but asked Jennifer Hess to inform the board that the Gala was a success and that the search for a new Foundation Executive Director continues.

Old Business – Review/discuss information for 2020 Per Capita Grant—Jennifer Hess reviewed the application requirements for the 2020 Per Capita Grant with the Board of Trustees.

New Business – Linda Bolton shared that future meetings will include presentations/discussions from department heads.

Cindy Parr-Barret questioned the process of sharing the results of future staff satisfaction surveys with administration and staff. A short discussion followed.

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 4:29 p.m.

Jane Andrews, Secretary