

**AGENDA  
DANVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

**Tuesday, December 17, 2019 • 4:00 p.m.  
Conference Room, second floor**

**CALL TO ORDER**

**SECRETARY'S REPORT AND APPROVAL OF MINUTES – Jane Andrews**

**TREASURER'S REPORT AND APPROVAL OF INVOICES AND INVESTMENTS – Jim Knoblauch**

**DIRECTOR'S AND PERSONNEL REPORTS – Jennifer Hess**

**COMMITTEE REPORTS**

**Finance Committee – Jim Knoblauch**

- **Next meeting:** Tuesday, January 21, 3:45 p.m., Conference Room, second floor

**Policy Committee – Cindy Parr-Barrett**

- **Action Item: Add** Code 5060: Bloodborne Pathogens and Code 5371: Employee Blood Donation Leave Act
- **Action Item: Add** Code 5231: Break time for Nursing Mothers
- **Action Item: Revise** Code 3350: Denial of Service and Code 5532: Smoking
- **Action Item: Revise** Code 3410: Meeting Room
- **Action Item: Revise** Code 3540: Loan Periods and Limits on Library Materials
- **Action Item: Revise** Code 3370: Unattended Children
- **Action Item: Revise** Code 3310: Library Accounts and Code 3320: Non-resident Patrons
- **Action Item: Revise** Code 5590: Punctuality and Code 5850: Disciplinary Action
- **Action Item: Revise** Code 5211: Assistant Director
- **Action Item: Add** Code 5212: Technology Manager and Code 5213: Circulation Services LA II
- **Action Item: Remove** Code 5212: Director of Youth Services, Librarian II; Director of Audiovisual, Librarian II; Code 5213: Technical Services Cataloging Assistant, Library Assistant II; Audiovisual Library Assistant I; Audiovisual/Teen Services Coordinator Library Assistant I
- **Action Item: Revise** Code: 5211 Library Director; Business Manager; and Code: 5212 Adult and Outreach Services Librarian; Reference and Archives Services Librarian; Youth Services Manager; Technical Services Manager; Circulation Services Manager;
- **Action Item: Revise** Code: 5213 Audiovisual Library Assistant III; Adult and Outreach Services Library Assistant II; Adult and Outreach Services Library Assistant I; Technical Services Library Assistant I; Reference and Archives Library Assistant I; Circulation Services Library Assistant I; Code: 5214 Clerk II; Clerk I; Code: 5215 Facilities Manager

- **Next meeting:** Tuesday, January 14, 4:15 p.m., Conference Room, second floor

**Building Committee – Jim Knoblauch**

- **Next meeting:** Tuesday, February 11, 4:15 p.m., Conference Room, second floor

**OLD BUSINESS**

- Review and discuss documents/information for 2020 Per Capita Grant

**NEW BUSINESS**

- **Action Item:** Library closings and early closings for 2020
- Technology Services with Technology Manager Joshua Pryle

**CLOSED SESSION** – In accordance with **5 Illinois Compiled Statutes 120/2(c)**, to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body...

**ADJOURNMENT**

**Next Board of Trustees meeting:** Tuesday, January 21, 4:00 p.m., Conference Room, second floor