

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, December 17, 2019, in the second floor Conference Room of the Danville Public Library.

Members Present

Jane Andrews
Linda Bolton
Mark Denman
Jim Knoblauch
Mary Reik
Cindy Parr-Barrett

Members Absent

Martha Espino
Melissa Rome

Others

Bill Satterwhite, Emeritus
George Vrentas, Emeritus

Staff Present

Jennifer Hess/Director
Jessica Augustson/CE Lib.
Suzie Smith/Bus. Mgr.
Josh Pryle/Tech. Mgr.

Secretary's Report

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

Jim Knoblauch

Second by

Mark Denman

Motion carried.

Treasurer's Report and Invoices

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

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

Second by Mary Reik-yes Cindy Parr-Barrett-yes

Mary Reik

Motion to approve the Invoices as presented:

Mary Reik Jane Andrews-yes Mark Denman-yes Jim Knoblauch-yes

Second by Mary Reik-yes Cindy Parr-Barrett-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 November.

Jessica Augustson was promoted to Community Engagement Librarian/Assistant Director from her former position as Director of Outreach Service

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, January 21, 2020, at 3:45 p.m. in the second floor conference room.

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

The committee's next meeting is Tuesday, February 11, 2020, at 4:15 p.m. in the second floor conference room.

Policy Committee – Committee Chair Cindy Parr-Barrett reported that the committee met on November 12. The committee had thirteen action items to present, which were approved, two as amended.

That the Danville Public Library Board approve the addition of 5060: Blood borne Pathogens and 5371: Employee Blood Donation Leave Act

Motion to approve as presented:

Mark Denman

Second by

Jim Knoblauch

Motion carried.

That the Danville Public Library Board approve the addition of 5321: Break Time for Nursing Mothers

Motion to approve as presented:

Jim Knoblauch

Second by

Mary Reik

Motion carried.

That the Danville Public Library Board approve the suggested changes to Codes 3350 and 5532 to address the legalization of cannabis starting January 1, 2020.

- Add text to Code 3350 to address public use of cannabis on library property
- Add text to Code 5532 to address employee use and possession of cannabis on library property

Motion to approve as presented:

Mary Reik

Second by

Jane Andrews

Motion carried.

That the Danville Public Library Board approve the suggested *and amended* changes to Code 3410.

- Add text to address public use of cannabis in meeting rooms
- Add text to allow more flexibility and scheduling options for both public and library use of the meeting rooms
- *Clarify existing language on requirements, responsibility, refreshments and reservations to better adhere to current policy and practice.*

Motion to approve as amended:

Jim Knoblauch

Second by

Mark Denman

Motion carried.

That the Danville Public Library Board approve the suggested changes to Code 3540, which will increase loan period limits on materials.

Motion to approve as presented:
Mary Reik
Second by
Mark Denman
Motion carried.

That the Danville Public Library Board approve the suggested changes to Code 3370.

- Raise the age children may be allowed in the library unaccompanied from eight to eleven
- Establish age of caregiver to sixteen for children eleven and under
- Revise procedures for handling unaccompanied children eleven and under
- Revise procedures for handling disruptive children and teens
- Change use of the word “parents” to “legal guardians” or “caregivers” as appropriate
- Establish policy for teens using Teen Zone and Makerspace
- Rename policy to reflect changes

Motion to approve as presented:
Jim Knoblauch
Second by
Mary Reik
Motion carried.

That the Danville Public Library Board approve the suggested changes to Codes 3310 and 3320.

- Simplify the requirements for Danville residents to sign up for a library card
- Change availability of Internet-Only cards to children and teens only
- Clarify use of a one-time Guest Pass for adults to use public computers
- Set requirements for displaced patrons to obtain a library card

Motion to approve as presented:
Mark Denman
Second by
Jane Andrews
Motion carried.

That the Danville Public Library Board approve the suggested *and amended* changes to Codes 5590 and 5850.

~~Change name of Code 5590 from Punctuality to Unexcused Absences~~

- ~~• Establish a point and reprimand system to track and enforce unexcused absence~~
- Change the word “expected” to “required.”
- Revise disciplinary action into a clear six-step process

Motion to approve as amended:
Mark Denman
Second by
Jane Andrews
Motion carried.

That the Danville Public Library Board update Code 5211: Assistant Director by clarifying tasks related to marketing and promotion, adding additional tasks and deleting repetitive language to reflect the new duties of this position; adding the additional title of Community Engagement Librarian.

Motion to approve as presented:
Jane Andrews
Second by
Mary Reik
Motion carried.

That the Danville Public Library Board approve the addition of 5212: Technology Manager and 5213: Library Assistant II, Circulation Services

Motion to approve as presented:
Jane Andrews
Second by
Jim Knoblauch
Motion carried.

That the Danville Public Library Board approve the removal of Codes 5212: Director of Youth Services, Library II; Director of Audiovisual, Library II; Code 5213: Technical Services Cataloging Assistant, Library Assistant II; Audiovisual Library Assistant I; Audiovisual/Teen Services Coordinator Library Assistant I as these positions were vacated.

Motion to approve as presented:
Mark Denman
Second by
Jane Andrews
Motion carried.

That the Danville Public Library Board approve the revision and renaming of the following codes to reflect current job requirements, descriptions and restructuring

- Code 5211 Library Director: Change job title of Director to Executive Director; update “Supervises”
- Code 5211 Business Manager: Update job duties and responsibilities
- Code 5212 Director of Outreach Services: Change job title to Adult and Outreach Services Librarian, update duties and responsibilities
- Code 5212 Director of Adult Services: Change job title to Reference and Archives Services Librarian, update duties and responsibilities
- Code 5212 Director of Youth Services: Change job title to Youth Services Manager, change mentions of Teen Space to Teen Zone
- Code 5212 Technical Services Librarian: Change job title to Technical Services Manager, update duties and responsibilities
- Code 5212 Director of Circulation Department: Change job title to Circulation Services Manager, update duties and responsibilities

Motion to approve as presented:
Mary Reik
Second by
Jim Knoblauch
Motion carried.

That the Danville Public Library Board approve the revision and renaming of the following codes to reflect current job requirements, descriptions and restructuring

- Code 5213 Library Assistant III Audiovisual Department: Change job title to Audiovisual Library Assistant, update “Supervised by”
- Code 5213 Library Assistant II Outreach Services: Change job title to Adult and Outreach Services Library Assistant II, update duties and responsibilities
- Code 5213 Library Assistant II Reference/Archives Department: Change job title to Reference and Archives Services Library Assistant II
- Code 5213 Library Assistant I Outreach Services: Change job title to Adult and Outreach Services Library Assistant I, update duties and responsibilities
- Code 5213 Library Assistant I Technical Services Acquisitions and Automation Assistant: Change job title to Technical Services Library Assistant I, update duties and responsibilities
- Code 5213 Library Assistant I Reference/Archives Department: Change job title to Reference and Archives Services Library Assistant I
- Code 5213 Library Assistant I Circulation Department: Change job title to Circulation Services Library Assistant I, update duties and responsibilities
- Code 5214 Clerk II Circulation Department: Change job title to Circulation Services Clerk II, update duties and responsibilities
- Code 5214 Clerk I Circulation Department: Change job title to Circulation Services Clerk I, update duties and responsibilities
- Code 5215 Custodian, Facilities Manager: update duties and responsibilities

Motion to approve as presented:

Mark Denman

Second by

Jane Andrews

Motion carried.

The Policy Committee’s next meeting is Tuesday, January 14, 2020, at 4:15 p.m. in the second floor conference room.

Old Business – Review/discuss information for 2020 Per Capita Grant—Director Hess reviewed Chapter 3 of the Standards for Illinois Public Libraries with the Board.

New Business –

- Technology Manager Joshua Pryle presented information on technology in the library.
- Director Hess presented the following action item, which was approved

That the Library Board approve the schedule for the library closings and early closings for calendar year 2020.

Motion to approve as presented:

Jane Andrews

Second by

Jim Knoblauch

Motion carried.

- Director Hess and President Bolton shared information following a visit from U of I Professor Fred Schlipf.

- Director Hess shared information regarding the residency requirement and staff parking.

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 5:40 p.m.

Jane Andrews, Secretary