

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, January 21, 2020, in the second floor Conference Room of the Danville Public Library.

Members Present

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

Members Absent

Jane Andrews

Others

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

Staff Present

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

Secretary's Report

Motion to approve the Secretary's Report of December 17, 2019 as presented:

Martha Espino
Second by
Jim Knoblauch
Motion carried.

Treasurer's Report and Invoices

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

Cindy Parr-Barrett	Mark Denman-yes	Martha Espino-yes	Jim Knoblauch-yes
Second by	Mary Reik-yes	Cindy Parr-Barrett-yes	
Mary Reik			

Motion to approve the Invoices as presented:

Cindy Parr-Barrett	Mark Denman-yes	Martha Espino-yes	Jim Knoblauch-yes
Second by	Mary Reik-yes	Cindy Parr-Barrett-yes	
Martha Espino			

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 December.

No personnel changes occurred.

Committee Reports

Finance Committee – Committee Chair Jim Knoblauch reported that the Finance Committee had one action item to present, which was approved:

That the non-resident fee be increased to \$145 per family, effective May 1, 2020.

Motion to approve as presented:

Melissa Rome
Second by
Mary Reik
Motion carried.

The Finance Committee's next meeting is Tuesday, February 18, 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 Building 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 had four action items to present, which were approved, one as amended:

That the Danville Public Library Board add Code 5212: Public Services Manager.

Motion to approve as amended:

Mark Denman

Second by

Jim Knoblauch

Motion carried.

That the Danville Public Library Board revise Code 3330: Fees and Fines to adjust fees and fines to reflect current needs.

Motion to approve as presented:

Mark Denman

Second by

Melissa Rome

Motion carried.

That the Danville Public Library Board revise Code 5321: Bulletin Boards, Displays and Exhibits to include language reflecting the change in management of public flyers.

Motion to approve as presented:

Mary Reik

Second by

Martha Espino

Motion carried.

That the Danville Public Library Board revise Code 5321: Personal Appearance/Dress Code to clarify and update 27 year old policy.

Motion to approve as presented:

Melissa Rome

Second by

Jim Knoblauch

Motion carried.

The Policy Committee's next meeting will be held on Tuesday, March 10, 2020, at 4:15 p.m. in the second floor conference room.

Old Business –

Strategic plan review of 2019 progress – Jennifer reviewed the progress made on the current strategic plan. Work needs to continue on staff development in technology and the marketing plan will be revised. Goals have been met for creation of a new website, summer reading participation, and cultural programs.

Revise Strategic Plan goals – Revision to the strategic plan goals was requested; the revisions were approved.

That the Library Board of Trustees revise the 2018-2020 Strategic Plan goals in regard to timeline changes and marketing plan.

Motion to approve as presented:

Mark Denman

Second by

Mary Reik

Motion carried.

New Business –

Adult Fiction and Non-Fiction Collections – Director Hess updated the board on the status of both collections and efforts to revitalize and promote them.

Library director evaluation – President Bolton passed out copies of the new evaluation form. The evaluation will take place in February.

Donated items – Director Hess informed the board on the efforts of Sybil Mervis and the Adult Services department to catalogue items that have been donated to the library.

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 4:43 p.m.

Jane Andrews, Secretary