

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 4:01 p.m., Tuesday, March 17, 2020, in the second floor Conference Room of the Danville Public Library.

Members Present

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

Members Absent

Martha Espino  
Melissa Rome

Others

Jim Kouzmanoff, Emeritus  
Bill Satterwhite, Emeritus

Staff Present

Jennifer Hess/Director  
Jessica Augustson/CE Lib.  
Suzie Smith/Bus. Mgr.  
Cindy Boroff/T.S. Mgr.

Cindy Boroff, Technical Services Manager, shared with the Board the many functions of the department. Tech Services takes care of processing incoming new materials, as well as sorting any weeded items and donations for the Danville Library Foundation for the book sale.

Secretary's Report

Motion to approve the Secretary's Report of February 18, 2020 as presented:  
Jim Knoblauch  
Second by  
Mary Reik  
Motion carried.

Treasurer's Report and Invoices

Motion to approve the February Treasurer's Report as presented:  
Mark Denman      Jane Andrews-yes      Mark Denman-yes      Jim Knoblauch-yes  
Second by      Cindy Parr-Barrett-yes      Mary Reik-yes  
Jane Andrews

Motion to approve the Invoices as presented:  
Mary Reik      Jane Andrews-yes      Mark Denman-yes      Jim Knoblauch-yes  
Second by      Cindy Parr-Barrett-yes      Mary Reik-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 February.

There were no personnel changes, other than Director Jennifer Hess updated the Board on the job search for the open position of Public Services Manager.

Committee Reports

Finance Committee – Committee Chair Jim Knoblauch reported that the Finance Committee met immediately before the board meeting. The Finance Committee had three action items to present, which were approved:

That the Danville Public Library Board approve the revised budget for fiscal year 2020-2021.

Motion to approve as presented:

Mark Denman            Jane Andrews-yes            Mark Denman-yes            Jim Knoblauch-yes  
Second by                Cindy Parr-Barrett-yes            Mary Reik-yes  
Jane Andrews

That the Danville Public Library Board approve the three-year HVAC planned service agreement with Johnson Controls beginning May 1, 2020, in the amount of \$9,250.00 for the first year with 3% increases for the subsequent years with the funds from the Maintenance of Building line item in the General Fund.

Motion to approve as presented:

Cindy Parr-Barrett    Jane Andrews-yes            Mark Denman-yes            Jim Knoblauch-yes  
Second by                Cindy Parr-Barrett-yes            Mary Reik-yes  
Mary Reik

That the Danville Public Library Board approve the from Johnson Controls to perform operational inspection on 33 VAV boxes in the amount of \$3,734.00 with the funds from the Maintenance of Building line item in the General Fund.

Motion to approve as presented:

Jane Andrews            Jane Andrews-yes            Mark Denman-yes            Jim Knoblauch-yes  
Second by                Cindy Parr-Barrett-yes            Mary Reik-yes  
Mark Denman

The Finance Committee's next meeting will be held on Tuesday, April 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 Building Committee's next meeting is Tuesday, April 14, 2020, at 4:15 p.m. in the second floor conference room.

Policy Committee – Committee Chair Cindy Parr-Barrett reported that the committee had no action items to present.

The Policy Committee's next meeting will be held on Tuesday, May 12, 2020, at 4:15 p.m. in the second floor conference room.

Nominating Committee - The Nominating Committee, consisting of board members Melissa Rome and Mary Reik, had one item to present, which was approved. This ad hoc committee is dissolved for the year.

That the following slate of officers be approved for FY 2020-2021: President – Linda Bolton; Vice-President – Mark Denman; Secretary – Jane Andrews; and Treasurer – Jim Knoblauch.

Motion to approve as presented:

Cindy Parr-Barrett  
Second by  
Mary Reik  
Motion carried.

Old Business –

DLF Grants Update—Jennifer provided the board with an update regarding the grants sent to the Danville Library Foundation. She rescinded the grant ask for furniture and replaced it with a request to purchase equipment that will establish a Digital Memory Lab. This lab will allow patrons to digitize their personal photos, negatives, slides, and home videos.

New Business –

COVID-19 Update—Jennifer Hess and Linda Bolton provide a summary of the decision to close to the public amid growing concerns over COVID-19 (the Coronavirus.) Jennifer reported on staff activity during the closed period, modifications to service including curbside pickup, continued web presence and push of digital services.

Closed Session –

Library director performance evaluation – At 4:40 p.m., Linda Bolton called a closed session in accordance with 5 ILCS 120/2(c)(1) to conduct the performance evaluation of the library director. The session ended at 4:54 p.m.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:55 p.m.

Jane Andrews, Secretary