

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 4:05 p.m., Tuesday, April 21, 2020, held via a Zoom meeting, due to the mandated shelter in place for COVID 19.

Members Present

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

Members Absent

Others

Bill Satterwhite, 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 March 17, 2020 as presented:
Cindy Parr-Barrett
Second by
Melissa Rome
Motion carried.

Treasurer's Report and Invoices

Motion to approve the March Treasurer's Report 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

Motion to approve the Invoices 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

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 March.

Under Personnel, Jennifer updated the Board on the status of hiring process for the Public Services Manager position. She also informed them of the recent vacancy in Adult Services and that a search for a new department head would be advertised in the coming days.

Committee Reports

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

That the pay scales of the Department Manager and Librarians be revised to reflect different levels of education and credentials and that the starting pay for Business Manager be increased to reflect a growing need for advanced experience in field.

Motion to approve 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
Cindy Parr-Barrett	Melissa Rome-yes		

That the library employees receive increases effective May 1, 2020, under the following guidelines:

1. Employees, including the Library Director, who have completed at least six months of satisfactory employment at the library, will receive a 2% increase, with the exception of employees whose salaries needed to be adjusted to meet the new minimums of the mandated minimum wage increase.
2. Employees who have completed less than six months of satisfactory employment at the library will receive an increase upon completing six months of satisfactory employment at the library.

Motion to approve as presented:

Jane Andrews	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		

The Finance Committee's next meeting will be held on Tuesday, May 19, 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. He shared that the approved repairs to the HVAC system were being completed while the library has been closed.

The Building Committee's next meeting is Tuesday, June 9, 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.

Old Business –

New Business –

- Approval of meeting schedule for FY2020-2021

Motion to approve as presented:

Jim Knoblauch

Second by

Mark Denman

Motion Carried.

Closed Session – no need for a closed session.

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Board Minutes

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:23p.m.

Jane Andrews, Secretary