

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, May 19, 2020, held via a Zoom meeting, due to the mandated shelter in place for COVID 19.

Members Present

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

Members Absent

Martha Espino

Staff Present

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

Others

Bill Satterwhite, Emeritus

Secretary's Report

Motion to approve the Secretary's Report of April 21, 2020 as presented:

Melissa Rome

Second by

Mary Reik

Motion carried.

Treasurer's Report and Invoices

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

Cindy Parr-Barrett Jane Andrews-yes Mark Denman-yes Jim Knoblauch-yes

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

Jane Andrews

Motion to approve the Invoices as presented:

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

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

Mary Reik

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 April.

Under Personnel, Jennifer updated the Board on the hiring of Johnson Flanagan as the new Public Services Manager. Johnson started employment on May 11, 2020. Jennifer informed the board that the open position of Reference Librarian was posted earlier in the month, with priority given to applicants who applied by May 15, 2020. Preliminary interviews were scheduled in the coming week. Business Manager Suzie Smith informed the Board that she had tendered her resignation with intent to retire in late August 2020. Jennifer shared that Suzie's position would be posted by the end of the week.

Committee Reports

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

That the Library Board transfer \$2,000.00 in unspent monies from FY 2019-2020 from the Vehicle Maintenance line item to the Vehicle Replacement Fund in the Building Fund.

Motion to approve as presented:

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

That the Library Board transfer \$1,788.75 in unspent monies from FY 2019-2020 from the Telephone line item in the General Fund to the Technology Fund in the Building Fund.

Motion to approve as presented:

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

That \$1,218.15 in revenue from copier revenue be transferred from the General Fund to the Building Fund to be used to pay copier maintenance and lease payments.

Motion to approve as presented:

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

That \$415.00 in Meeting Room revenues from FY 2019-2020 be transferred from the General Fund to the Meeting Room Equipment and Maintenance Fund within the Building Fund.

Motion to approve as presented:

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

That the library Board authorize the Business Manager to transfer necessary funds from the General fund to the FICA and IMRF funds to cover FICA and IMRF expenses until the first tax distribution is received, at which time the money will be repaid to the General fund.

Motion to approve as presented:

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

The Finance Committee's next meeting will be held on Tuesday, June 16, 2020, at 3:45 p. m. in the second floor conference room.

Building Committee – The Building Committee meeting had no action items to present.

Committee Chair Jim Knoblauch shared that the approved repairs to the HVAC system were completed.

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, July 14, 2020, at 4:15 p.m. in the second floor conference room.

Old Business – none.

New Business –

- Jennifer shared that she attended a webinar concerning a possible opportunity to pursue a state-funded grant. □
- Cindy Parr-Barrett expressed a desire to see more collaboration between the public library and District 118 libraries.
- Jennifer shared that she and Jessica met with Danville High School librarian Shannon Bicknell several times before the stay at home order was enforced. Shannon, Jessica and Jennifer discussed a coding class and signing students up for library cards. Jennifer hopes to continue and expand this partnership in the future.
- President Linda Bolton expressed her gratitude to library staff, with recognition to Jennifer and Jessica, for their work in keeping the library active and exploring new services during the stay at home order.

Closed Session – no need for a closed session.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:36p.m.

Jane Andrews, Secretary