

DANVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES

Vice-President, Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, July 28, 2020, held via a Zoom meeting, due to the mandated shelter in place for COVID 19.

Members Present

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

Members Absent

Linda Bolton

Staff Present

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

Others

Secretary's Report

Motion to approve the Secretary's Report of June 16, 2020 as presented:

Jim Knoblauch	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		

Treasurer's Report and Invoices

Motion to approve the June 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
Cindy Parr-Barrett	Melissa Rome - yes		

Motion to approve the Invoices 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		

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 June.

Under Personnel, Jennifer shared that shelving clerk Trevor Damilano had recently self-separated, due to school.

Jennifer briefly reviewed the Illinois Public Library Annual Report with the board and a spreadsheet comparing DPL statistics for the past two years.

Committee Reports

Finance Committee – Committee Chair Jim Knoblauch reported that the Finance Committee met immediately before the board meeting. The Finance Committee had no action items to present. Jennifer shared information about the “Sustainable Shelves” program from book supplier Baker & Taylor.

The Finance Committee's next meeting will be held on Tuesday, August 18, 2020, at 3:45 p.m. in the second floor conference room.

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

The Building Committee’s next meeting will be held on Tuesday, August 11, 2020, at 4:15 p.m. in the second floor conference room.

Policy Committee – The Policy Committee had seven action items to present, all of which were approved;

That the Danville Public Library Board add Code 3260: Disaster Plan.

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
Jim Knoblauch	Melissa Rome - yes		

That the Danville Public Library Board revise Code 3510: Collection Development to expand the expectations for collection development in the reference collection.

Motion to approve as presented;

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

That the Danville Public Library Board approve the revision of Code 5212 Reference and Archives Services Librarian, updating duties and responsibilities.

Motion to approve as presented;

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

That the Danville Public Library Board revise Code 5212: Public Services Manager to include information on Teen Zone staff.

Motion to approve as presented;

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

That the Danville Public Library Board revise Code 5213: Library Assistant I.

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
Jane Andrews	Melissa Rome – yes		

That the Danville Public Library Board revise Code 5538: Employee Name Tags to clarify language regarding expectations for employee names printed on the name tags.

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
Jim Knoblauch	Melissa Rome – yes		

That the Danville Public Library Board revise Code 5575: Use of computer to remove out-of-date language and clarify expectations of employee internet use.

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  
Mark Denman             Melissa Rome – yes

The Policy Committee's next meeting will be held on Tuesday, September 8, 2020, at 4:15 p.m. in the second floor conference room.

Old Business – none.

New Business – Between the policy committee meeting and the Board meeting, both Walmart and Mayor Williams announced the requirement of face coverings by the public in their facilities. This requirement was discussed at a managers meeting, in which staff agreed that the library also require face coverings by the public. The following policy was crafted, presented before the Board and approved.

That the Danville Public Library Board add Code 3352: Face-coverings and Social Distancing;

Motion to approve as presented;

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

Closed Session – no need for a closed session.

There being no further business to come before the Board, Vice-President Mark Denman adjourned the meeting at 4:34 p.m.

Jane Andrews, Secretary