

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, August 18, 2020, held via a Zoom meeting, due to the mandated shelter in place for COVID 19.

Members Present

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

Members Absent

Others

Staff Present

Jennifer Hess/Director
Jessica Augustson/CE Lib.
Amber Hahn/Bus. Mgr.

Secretary's Report

Motion to approve the Secretary's Report of June 16, 2020 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
Martha Espino	Melissa Rome - yes		

Treasurer's Report and Invoices

Motion to approve the June Treasurer's Report 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		

Motion to approve the Invoices 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
Jane Andrews	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 July.

Under Personnel, there were no personnel changes to report for July.

The establishment of employee committee meetings, each led by an admin or management team member. Committees will focus on bigger-picture projects, continuous improvement and/or special events. The committees include:

Policy, building, training, strategic plan and evaluations, programs, collection development and cardholder recruitment.

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.

The Finance Committee's next meeting will be held on Tuesday, September 15, 2020, at 3:45 p.m. via Zoom Meeting.

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

Updates addressed on the continuing renovation expenditures.
Updates addressed on the changes implemented due to COVID-19.

The Building Committee's next meeting will be held on Tuesday, October 13, 2020, at 4:15 p.m. in the second floor conference room.

Policy Committee – The Policy Committee had no action items to present.

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 – none.

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 4:28 p.m.

Jane Andrews, Secretary