

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 4:03 p.m., Tuesday, September 15, 2020, held via a Zoom meeting, due to the mandated shelter in place for COVID 19.

Members Present

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

Members Absent

Melissa Rome
Martha Espino

Others

Peter Blackmon, Foundation

Staff Present

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

Secretary's Report

Motion to approve the Secretary's Report of August 18, 2020 as presented:

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

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

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

Under Personnel, Suzie Smith has retired from the library after 18 years of service.

Highlights from Staff Committee Meetings:

Collection: Taylor discussed the weeding project, collection organization, book leasing options, and updating the Automatically Yours list. Jacque and Nancy will compile a list for Taylor to order that will establish an Urban Fiction section.

Programming: Lisa's committee reviewed our current and planned programming. She discussed that future programming should match up with our mission statement and strategic plans while also being innovative, community oriented and marketed to a target audience.

Training: Jessica's meeting focused on three areas: establishing and testing staff technology competencies; training staff at all service desks on Polaris so that all service desks can sign up patrons for cards and check out materials; creating a list of library machines/software that all staff should be trained on.

Technology: Josh led discussion focused primarily on credit/debit technology. Strategic Planning: Johnson's committee reviewed the current strategic plan and started brainstorming on future ideas. Library Card Recruitment: Mary Jane and I held this meeting early to prep for September's Library Card Sign-up Month. Staff researched all things Wonder Woman, as she is this year's ambassador. I worked with Enlightening Fashion to once again design special t-shirts, which staff had the option to purchase.

Johnson worked with Mad Goat Coffee to establish two special "Card and Coffee" dates, to recruit outside the library. Amara gathered a list of decorations, which we purchased and Circulation staff used to decorate the lobby (and Bob!)

Committee Reports

Finance Committee – Committee Chair Jim Knoblauch reported that the Finance Committee met immediately before the board meeting. Discussed Proposed Levy Request and the Updated Foundation Request. The Finance Committee had no action items to present.

The Finance Committee's next meeting will be held on Tuesday, October 20, 2020, at 3:45 p.m. via Zoom Meeting.

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Board Minutes

Policy Committee – –

- Action Item: Revise Code 5576, Employee and Volunteer Postings on Social Media Sites. Revision to reflect employee social media use that prohibits employees to disclose library information or discuss the Library in a derogative way.
- Action Item: Approve Restore Illinois Phase 4 Service and Personnel Manual. Revision to add in policy and procedures for COVID-19.
- Action Item: Revise Code 3330, Fines and Fees. Revisions to add that no late fines will be assessed, with the provision that patrons will still be responsible for lost or damaged books and tech rentals will remain at \$5 a day.

The Policy Committee's next meeting will be held on Tuesday, November 10, 2020, at 4:15 p.m. via Zoom Meeting.

Building Committee – the Building Committee had no action items to present.

The Building Committee's next meeting will be held on Tuesday, October 13, 2020, at 4:15 p.m. via Zoom Meeting.

Old Business – none.

New Business – Discussed the 2021 Per Capita Grant. The Application has not went live yet, but certain standards require us to review the *Standards for Illinois Public Libraries*. The Board will review two chapters each month, prior to board meetings and will discuss/review at that point.

Discussed a Google Drive for the Board to have easy access to library policies, calendars, etc. – The Board would like to do this.

Closed Session – no need for a closed session.

Next Board of Trustees Meeting will be held on Tuesday, October 20, 2020 at 4:00 p.m.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:45 p.m.

Jane Andrews, Secretary