

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 4:02 p.m., Tuesday, October 20, 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
Martha Espino

Members Absent

Melissa Rome

Others

Bill Satterwhite

Staff Present

Jennifer Hess/Director
Amber Hahn/Bus. Mgr.
Johnson Flanagan/Outreach
Mgr.

Secretary's Report

Motion to approve the Secretary's Report of September 15, 2020 as presented:

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

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

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

Under Personnel, there were no changes in personnel to report, other than Gaye Garner is temporarily assisting in Tech Services during the weeding process.

Highlights from Staff Committee Meetings:

Building committee (staff): Amber, Steve and committee members walked through the building and discussed future projects. Amber and Steve will schedule training for management on facilities related items, such as water and alarm shut offs.

Collection development: Taylor and Cindy updated on weeding. Taylor is working on completing popular series and removing unpopular incomplete series. Taylor and Jennifer set up a shelf-reading meeting as a result of this meeting.

Programming: Lisa's committee discussed "Adulting 101" programs and methods to evaluate effectiveness of programs.

Strategic Planning: Johnson's committee discussed strengths, weakness, opportunities and threats.

Hogwarts Committee: Temporary committee formed to discuss Harry Potter night event and Harry Potter-themed team building based on a method used by Jennifer at a previous library.

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 Self-Checkout Machine.

Action Items:

Self-Checkout Machine was proposed. Motioned by Jane Andrews, Second by Cindy Parr-Barrett.

Budget/Levy Request Proposed. Motioned by Martha Espino, Second by Mark Denman.

The Finance Committee's next meeting will be held on Tuesday, November 17, 2020, at 3:45 p.m. via Zoom Meeting.

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

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, December 8, 2020, at 4:15 p.m. via Zoom Meeting.

Old Business – Discussed information regarding to the 2021 Per Capita Grant. Reviewed and discussed Core Standards.

Discussed Vacancy on the Board of Directors, and wanting to get this resolved.

New Business – no new business.

Closed Session – no need for a closed session.

Next Board of Trustees Meeting will be held on Tuesday, November 17, 2020 at 4:00 p.m.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:43 p.m.

Jane Andrews, Secretary