

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 4:15 p.m., Tuesday, November 17, 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
Melissa Rome
Jerry Bell

Members Absent

Martha Espino

Others

Bill Satterwhite-Emeritus

Staff Present

Jennifer Hess/Director
Reno Torres/Bus. Mgr.
Jessica Augustson/Com.
Engagement Librarian
Sandy Cook/Clifton Larson
Allen

Sandy Cook, from Clifton Laron Allen, reviewed the audit report for FY 2019-2020.

President Bolton welcomed new Board Member, Jeremy Bell.

Secretary's Report

Motion to approve the Secretary's Report of October 20, 2020 as presented:

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

Treasurer's Report and Invoices

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

Mary Reik	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:

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

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 October. Director Hess highlighted the popularity of curbside pickups, craft kits, strong circulation numbers and the success of Trunk or Treat. There was a brief discussion on the potential of bringing back a bookmobile.

Under Personnel, Reno Torres was promoted to Business Manager from a full time position in Outreach; Quinn Hazelbaker was promoted from part time to full time in Outreach; Holly Kleiss was promoted from shelving clerk to part time Outreach assistant.

Highlights from Staff Committee Meetings:

Collection Development: Fiction books and Non-Fiction books were ordered for the Adult Collection. The majority of the books were ordered based on new bestsellers and positive reviews from Library Journal, Booklist and Publishers Weekly with additional books ordered to offer updated information to replace what was in outdated weeded books.

Building committee (staff): The Building Committee had no actions to present. The Building Committee's next meeting will be held on Tuesday, December 8, 2020, at 4:15 p.m. Phase 4; Online; Phase 5: Second Floor Conference Room.

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. There were three main areas that were identified as goals for the library: Performing, Expanding, and Innovating.

Committee Reports

Finance Committee – Committee Chair Jim Knoblauch reported there were two action items which were approved:

The Danville Public Library Board accepted the proposal from DACC to host a staff training called Workplace Culture Reset Workshop in the amount of up to \$6,575 from the Professional Services line item.

Motion to approve:

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

The Danville Public Library Board approved the purchase of the Raven Pro Document Scanner for use by staff and eventually patrons with \$650 in funds for the purchase to come from the Technology Fund of the Building Fund.

Motion to approve as presented:

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

Items of Information:

Committee Chair Knoblauch and Director Hess shared two items of information:

Letters from Secretary of State Jesse White, awarding the library two grants.

- The PPE Reimbursement grant for \$490 reimburses the library for costs for PPE associated with the pandemic.
- The Digital Network Access grant for \$2,985 will cover the equipment costs to extend and strengthen the WI-Fi signal from the library building.

The Finance Committee's next meeting will be held on Tuesday, December 15, 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, January 12, 2021, 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 –

Director Hess reviewed information regarding the 2021-2022 Per Capita Grant requirements.

New Business – no new business.

Closed Session – no need for a closed session.

Next Board of Trustees Meeting will be held on Tuesday, December 15, 2020 at 4:00 p.m.

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 5:16 p.m.

Jane Andrews, Secretary