

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, December 15, 2020, held via a Zoom meeting, due to the mandated shelter in place for COVID 19.

Members Present

Jane Andrews  
Mark Denman  
Jim Knoblauch  
Cindy Parr-Barrett  
Mary Reik  
Melissa Rome  
Jeremy Bell

Members Absent

Martha Espino  
Linda Bolton

Others

Bill Satterwhite-Emeritus

Staff Present

Jennifer Hess/Director  
Reno Torres/Bus. Mgr.  
Jessica Augustson/C.E.  
Librarian

Vice-President Denman noted that he would be overseeing the meeting in the absence of President Linda Bolton.

The Library Board approved the Secretary's and Treasurer's reports for November as presented.

Secretary's Report

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

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

Treasurer's Report and Invoices

Motion to approve the November 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	Jeremy Bell-yes
Cindy Par-Barret			

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	Jeremy Bell-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 November. Director Hess followed up on more information regarding a future bookmobile. She reported that over 600 craft kits were picked up during November and that the teen subscription boxes and curbside pickup continue to be popular services. Community Engagement Librarian Jessica Augustson noted the positive feedback on the "surprise bags" by community members. Director Hess also reported that for the 25th anniversary of the new library building, library tote bags were given to the first 25 curbside pickup customers around the date of the anniversary.

Under personnel, Director Hess reported an opening in custodial, which she hopes to fill in January.

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.

Committee Chair Knoblauch and Director Hess shared one item of information: a letter from Secretary of State Jesse White, reporting that the library had not been selected for the “Back to Books” grant.

The Finance Committee’s next meeting will be held on Tuesday, January 19, 2021, at 3:45 p.m.  
Phase 4: Online; Phase 5: 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, January 12, 2021, at 4:15 p.m. Phase 4: Online; Phase 5: Second Floor Conference Room.

Building Committee – The Building Committee had two action items to present, which were approved:

That the Danville Public Library Board approve Phase One of the Department Relocation Plan.

Motion to approve:

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

That the Danville Public Library Board approve the proposed changes to the West Side entrance in conjunction with the Live and Learn Construction Grant.

Motion to approve 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
Jeremy Bell	Jeremy Bell-yes		

Committee Chair Knoblauch and Director Hess shared two items of information. One was the complete proposed Department Relocation Plan. Director Hess elaborated on its origin and necessity. They also shared that the Foundation is looking into the possibility of purchasing the former Turk Furniture Building on the corner of Vermilion and Harrison.

The Building Committee’s next meeting will be held on Tuesday, February 9, 2021, at 4:15 p.m.  
Phase 4: Online; Phase 5: Second Floor Conference Room

Old Business –

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

New Business – Director Hess presented the following action item, which was approved. The Library Board approved Library Closings and Early Closings for 2021:

Motion to approve:

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

Closed Session – There was no need for a closed session.

The board's next meeting will be held on Tuesday, January 19, 2021 at 4:00 p.m., Phase 4: Online;  
Phase 5: Second Floor Conference Room.

There being no further business to come before the Board, Vice-President Mark Denman adjourned the meeting at 4:45 p.m.

Jane Andrews, Secretary