

**AGENDA  
DANVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

**Tuesday, January 19, 2021 • 4:00 p.m.  
Online**

**CALL TO ORDER**

**SECRETARY'S REPORT AND APPROVAL OF MINUTES – Jane Andrews**

**TREASURER'S REPORT AND APPROVAL OF INVOICES AND INVESTMENTS – Jim Knoblauch**

**DIRECTOR'S AND PERSONNEL REPORTS – Jennifer Hess**

**COMMITTEE REPORTS**

**Finance Committee – Jim Knoblauch**

- **Action item:** Non-resident fee for FY 2021-2022
- **Action item:** Reference Desk
- **Next meeting:** Tuesday, February 16, 3:45 p.m.

**Policy Committee – Cindy Parr-Barrett**

- **Action Item:** Revise Code 5590, Punctuality
- **Action Item:** Revise Codes 5340, Vacation Leave and 5330, Sick Leave; Remove Code 5345, Excessive Absences
- **Action Item:** Revise Codes 5220 and 3342, Organizational Charts
- **Action Item:** Revise Code 5880, Termination of Employment
- **Action Item:** Revise Code 3320, Non-resident Patrons
- **Action Item:** Add Code, Facilities Assistant
- **Action Item:** Add Code, Administrative Assistant
- **Action Item:** Add Code 5565: Corporate Credit Card Usage
- **Action Item: Review and Update the Board of Trustees Bylaws**
  - Revise Code 1160, Freedom of Information Act
  - Revise Code 1161, Freedom of Information Act—Organizational Chart
  - Revise Code 1210, Appointment to the Board
  - Revise Code 1220, Vacancies in Board Membership
  - Revise Code 1240, Powers and Responsibilities
  - Revise Code 1390, ALA Ethics Statement for Public Library Trustees
  - Revise Code 1610, Standing Committees
  - Remove Code 1645, Technology Committee
  - Discuss Code 1710, Amendments to Policies and update as needed
  - Review all other Codes
- **Next meeting:** Tuesday, March 9, 4:15 p.m.

**Building Committee – Jim Knoblauch**

- **Item of information:** Building update
- **Next meeting:** Tuesday, February 9, 4:15 p.m.

## **OLD BUSINESS**

**Item of information:** Strategic plan - review of 2020 progress  
Review and discuss documents/information for 2021 Per Capita Grant Application

## **NEW BUSINESS**

**Item of information:** Director's Evaluation  
**Item of information:** Board of Trustees online training

## **CLOSED SESSION**

## **ADJOURNMENT**

**Next Board of Trustees meeting:** Tuesday, February 16, 4:00 p.m., Phase 4: Online; Phase 5:  
Second Floor Conference Room