

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 4:00 p.m., Tuesday, January 19, 2021, 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
Jeremy Bell

Members Absent

Martha Espino
Melissa Rome

Others

Peter Blackman/DLF Dir

Staff Present

Jennifer Hess/Exec. Director
Reno Torres/Bus. Mgr.
Jessica Augustson/C.E.
Librarian
Lisa Abdelghani/Youth Lib.

President Bolton amended the agenda to include a report from Foundation Executive Director Peter Blackmon.

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

Secretary's Report

Motion to approve the Secretary's Report of December 15, 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	Jeremy Bell - yes

Treasurer's Report and Invoices

Motion to approve the December Treasurer's Report 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
Cindy Parr-Barrett			

Motion to approve the Invoices as presented:

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

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 December. Director Hess reported that she presented information about the library's services during the pandemic to the Noon and Sunrise Rotary Clubs. She also pointed out there were nearly 500 curbside pickups in December. Community Engagement Librarian Jessica Augustson shared in December, the IL Secretary of State Office used the library's Zoom room to hold their Rules of the Road class. We will start offering this service officially in 2021. Director Hess asked for feedback regarding reopening the library following Tier One guidelines.

There were no changes to report in personnel.

Committee Reports

Finance Committee – Committee Chair Jim Knoblauch reported that the Finance Committee met immediately before the board meeting. The Finance Committee had two action items to present, which were approved:

That the non-resident fee be decreased to \$144 per family, effective May 1, 2021.

Motion to approve as presented:

Jane Andrews	Jane Andrews-yes	Mark Denman-yes
Second by	Cindy Parr-Barrett-yes	Jim Knoblauch-yes
Cindy Par-Barret		

That the Danville Public Library Board approve the purchase of a new desk for reference using remaining renovation grant funds and maintenance of building line item.

Motion to approve as presented:

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

The Finance Committee’s next meeting will be held on Tuesday, February 16, 2021, at 3:45 p.m.
Phase 4: Online; Phase 5: Second Floor Conference Room

Danville Library Foundation Report – Foundation Executive Director Peter Blackmon shared updates on current fundraising efforts, including two more Winter Sounds Virtual Concerts and the Foundations “Un-Gala” scheduled for March 13, which will be virtual with a live and silent auction. He also shared progress on the former Turk Furniture Building, stating he would be meeting with his Executive Board soon.

Policy Committee – Committee Chair Cindy Parr-Barret reported that Policy Committee met in January and had nine action items to present. These action items were approved:

That the Danville Public Library Board approve the addition of Code 5213, Administrative Assistant, which creates the position of an Administrative Assistant.

Motion to approve as presented:

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

That the Danville Public Library Board review all Codes in the Board of Trustees Bylaws and approve the proposed revisions to the Codes as listed below:

That the Danville Public Library Board approve the addition of Code 5565, which establishes a corporate credit card usage policy.

Motion to approve as presented:

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

That the Danville Public Library Board approve the revision of Code 5215, which updates the job description of the custodian.

Motion to approve as presented:

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

That the Danville Public Library Board approve the revision of Code 3320 to include information regarding 75 ILCS 16/30-55.60.

Motion to approve as presented:

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

That the Danville Public Library Board approve changes to the organizational chart in Codes 5220, and 3342 to move the Reference and Archives Department and Public Services Department to under the supervision of the Executive Director; to rename Outreach as Public Services; to rename Youth Services to Children's Department; to move Teen Zone staff from Youth Services to Public Services; and to change the name of Adult Services to Reference and Archives.

Motion to approve as presented:

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

That the Danville Public Library Board approve the revision of Code 5590, changing the name from Punctuality to Attendance, and including additional language to clarify attendance and punctuality expectations; additional language regarding the time clock; clarifying definitions of an excused absence, an unexcused absence and no call/no shows; and establishing a point system to track absences and address attendance and punctuality concerns.

Motion to approve as presented:

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

That the Danville Public Library Board approve the revision of Codes 5340 and 5330 to clarify the language used to in regards to Sick and Vacation time for part time staff and remove Code 5345, Excessive Absences, which is addressed in the revisions to Code 5340 and 5330.

Motion to approve as presented:

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

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

Building Committee – Committee Chair Jim Knoblauch reported that the Building Committee had no action items to present, but did have an item of information. Director Hess updated the board on recent repairs to the HVAC and progress regarding Phase One of the Department Relocation Plan.

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 progress on the 2018-2020 Strategic Plan. Some items were not completed due to pandemic related closures. The staff Strategic Plan committee continues to meet and will have a new Strategic Plan in place soon.
- Director Hess reviewed information regarding the 2021-2022 Per Capita Grant requirements.

New Business

- Director Hess reviewed training requirements for the Board of Trustees, including the annual sexual harassment training and once-per-term open meeting acts training.
- President Bolton shared information regarding the Director's Evaluation and Staff Survey.

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

The board's next meeting will be held on Tuesday, February 16, 2021 4:00 p.m., Phase 4: Online;
Phase 5: Second Floor Conference Room

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

The board's next meeting will be held on Tuesday, February 16, 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, President Linda Bolton adjourned the meeting at 5:12 p.m.

Jane Andrews, Secretary