

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 4:10 p.m., Tuesday, February 16, 2021, held via a Zoom meeting, due to the mandated shelter in place for COVID 19.

Members Present

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

Members Absent

Others
Bill Satterwhite-Emeritus

Staff Present

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

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

Secretary's Report

Motion to approve the Secretary's Report as of January, 2021 as presented:

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

Treasurer's Report and Invoices

Motion to approve the January 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	Martha Espino-yes	Melissa Rome - yes	

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
Melissa Rome	Martha Espino – yes	Melissa Rome - 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 January. Director Hess reported that the library was awarded the grant for the vehicle from IHLS. She also discussed that online card registration would soon incorporate automatic address verification from Patron Point, which would assist Circulation with filtering registrations from patrons outside of the service area.

There were no changes to report in personnel. Director Hess shared that the library had recently joined HR Source to assist with personnel questions, utilizing their "HR Hotline" to speak with HR professionals.

Committee Reports

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

That the Danville Public Library Board approve grant requests to the Danville Library Foundation in the amount of approximately \$509,450.34 for the fiscal year beginning May 1, 2021.

Motion to approve as presented:

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

That the Danville Public Library Board approve paying off the remaining Early Retirement Incentive (ERI) balance in the amount of \$16,025.38 by borrowing \$8,014.54 from the General Fund.

Motion to approve as presented:

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

That the Danville Public Library Board approve the purchase of vinyl plank flooring for the second floor conference room, using funds set aside for meeting room equipment and maintenance in the building fund.

Motion to approve as presented:

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

That the Danville Public Library Board approve the purchase of a new register for the reference desk using maintenance of equipment line item.

Motion to approve as presented:

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

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

Policy Committee – Committee Chair Cindy Parr-Barret reported that Policy Committee had no action items to present. 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 Knoblach reported that the Building Committee had no action items to present, but did have information to share. Director Hess updated the board on more

issues with the HVAC and discussions with Johnson Controls on how to address these issues going forward.

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Board Minutes

The Building Committee's next meeting will be held on Tuesday, April 13, 2021, at 4:15 p.m. Phase 4: Online; Phase 5: Second Floor Conference Room. A special meeting may be called to discuss the HVAC with Johnson Controls before that date.

Old Business

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

New Business

- Appointment of Nominating Committee – Board President Linda Bolton appointed Cindy Parr-Barrett and Jeremy Bell as the Nominating Committee for the FY2021-2022 election of officers.

- President Bolton shared information regarding the Staff Survey.

Closed Session

At 4:41 p.m., Linda Bolton called a closed session in accordance with 5 ILCS 120/2(c)(1) to conduct the performance evaluation of the library director. The session ended at 4:56 p.m.

The board's next meeting will be held on Tuesday, March 16, 2021 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 4:58 p.m.

Jane Andrews, Secretary