

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, March 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
Jim Knoblauch
Cindy Parr-Barrett
Mary Reik
Jeremy Bell
Martha Espino

Members Absent

Melissa Rome

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 February as presented

Secretary's Report

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

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

Treasurer's Report and Invoices

Motion to approve the February 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	
Cindy Par-Barret	Martha Espino-yes	Jeremy Bell-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	
Mark Denman	Martha Espino – 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 February. Director Hess reported that the library has two practicum students from the U of I this semester—Kayleigh is assisting with Teens and Children's and Kathya is assisting in Reference and Archives. Kayleigh's main project involves a virtual Dungeons and Dragons-like game and Kathya's project will establish a Spanish language book club. Assistant Director Augustson reported that she is back promoting events on D102 and that the virtual Ragtime concert had a good turn out. There were two changes to report in personnel. Director Hess shared that the library has hired Kathy Hoaks as administrative assistant (15 hrs/week) and JC Whitaker as a floating assistant (15 hrs/week).

Committee Reports

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

That the Danville Public Library Board approve the revised budget for fiscal year 2021-2022.

Motion to approve as presented:

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

The Finance Committee’s next meeting will be held on Tuesday, April 20, 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, May 11, 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 information to share. Director Hess showed the board the new vinyl plank flooring in the second floor conference room. President Bolton shared that there would be a meeting coming up with Johnson Controls to discuss the HVAC. 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

Nominating Committee – Committee Chairs Jeremy Bell and Cindy Parr-Barrett shared that all current officers have agreed to continue serving in the 2021-2022 fiscal year.

Old Business

- President Bolton discussed the results of the staff survey.

New Business

- None.

Closed Session. There was no need for a closed session. The board’s next meeting will be held on Tuesday, April 20, 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 4:27 p.m.

Jane Andrews, Secretary