

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 4:01 p.m., Tuesday, April 20, 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  
Mary Reik  
Melissa Rome  
Martha Espino

Members Absent

Cindy Parr-Barrett  
Jeremy Bell

Others

Bill Satterwhite-Emeritus

Staff Present

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

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

Secretary's Report

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

Jim Knoblauch	Jane Andrews-yes	Mark Denman-yes
Second by	Mary Reik -yes	Melissa Rome -yes
Melissa Rome	Martha Espino – yes	Jim Knoblauch - yes

Treasurer's Report and Invoices

Motion to approve the March, 2021 Treasurer's Report as presented:

Mary Reik	Jane Andrews-yes	Mark Denman-yes
Second by	Mary Reik-yes	Melissa Rome - yes
Martha Espino	Martha Espino-yes	Jim Knoblauch - yes

Motion to approve the Invoices as presented:

Jane Andrews	Jane Andrews-yes	Mark Denman-yes
Second by	Jim Knoblauch - yes	Mary Reik-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 March. Director Hess highlighted several portions of her report, including recent presentations to the Ambucs and City Council and promotional opportunities.

There were several changes to report in personnel. Director Hess shared Steve Starkey had retired and that Dawn Crisp was promoted to Facilities manager. Several other staff members were promoted to a slightly higher pay grade with more job responsibility. Kaileigh Oldham will be our LAIII in Children's (focusing on Tween programming). These changes will take place in May, except for Dawn, who started in her new position in March.

**Committee Reports**

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

That the Danville Public Library Board approve the pay scale of Clerk I be raised to \$12.00 an hour in accordance with the gradual raise to \$15.00 an hour minimum wage.

Motion to approve as presented:

Mark Denman	Jane Andrews-yes	Mark Denman-yes
Second by	Jim Knoblauch - yes	Mary Reik-yes
Melissa Rome	Martha Espino – yes	Melissa Rome - yes

That the Danville Public Library Board approve the library employees receive increases effective May 1, 2021, under the following guidelines:

1. Employees, including the Library Director, who have completed at least six months of satisfactory employment at the library, will receive a 2% increase, with the exception of employees whose salaries needed to be adjusted to meet the new minimums of the mandated minimum wage increase.
2. Employees who have completed less than six months of satisfactory employment at the library will receive an increase upon completing six months of satisfactory employment at the library.

Motion to approve as presented:

Mary Reik	Jane Andrews-yes	Mark Denman-yes
Second by	Jim Knoblauch - yes	Mary Reik-yes
Jane Andrews	Martha Espino – yes	Melissa Rome - yes

That the Danville Public Library Board approve spending the funds from the final 2019 tax distribution on the capital improvements listed below.

Motion to approve as presented:

Martha Espino	Jane Andrews-yes	Mark Denman-yes
Second by	Jim Knoblauch - yes	Mary Reik-yes
Melissa Rome	Martha Espino – yes	Melissa Rome - yes

The Finance Committee’s next meeting will be held on Tuesday, May 18, 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 two action items to present and was approved:

That the Danville Public Library Board approve Phase Two of the Department Relocation Plan.  
The following action item was tabled:

Motion to approve as presented:

Mark Denman	Jane Andrews-yes	Mark Denman-yes
Second by	Jim Knoblauch - yes	Mary Reik-yes
Jane Andrews	Martha Espino – yes	Melissa Rome - yes

That the Danville Public Library board approve the donation of the plaster cast of Michelangelo’s David to Habitat for Humanity.

Motion to approve as presented:

Martha Espino  
Second by  
None

The Building Committee’s next meeting will be held on Tuesday, June 8, 2021, at 4:15 p.m.  
Phase 4: Online; Phase 5: Second Floor Conference Room.

**Old Business**

- None

**New Business**

- Director Hess discussed changing the operating hours to include some evenings and Saturdays.
- The Board of Trustees meeting and committee meeting schedules were approved.

**Closed Session.** There was no need for a closed session. The board’s next meeting will be held on Tuesday, May 18, 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 5:23 p.m.

Jane Andrews, Secretary