

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, May 18, 2021, held at the first floor meeting room of the Danville Public Library.

Members Present

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

Members Absent

Jim Knoblauch
Melissa Rome

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 April as presented

Secretary's Report

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

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

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

Mark Denman	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Cindy Parr-Barret	Jeremy Bell - yes	Martha Espino – 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 April. Director Hess highlighted several portions of her report, including the celebration and staff appreciation shown during National Library Week.

There were several changes to report in personnel. Director Hess shared Mary Jane Easterday had retired and that Circulation would fall under the umbrella of Public Services, led by Johnson Flanagan. The teen librarian spot has been filled by Kaileigh Oldham. We are in the interview process for the second open position in Teen Zone and the full time position in Children's. Brittan Gash will begin as LA I in Teen Zone part time this month. Mary Ellen Cox was been hired for the position of Facilities Assistant.

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 Library Board transfer \$11,237.06 in unspent monies from FY 2019-2020 from the Telephone line item in the General Fund to the Technology Fund in the Building Fund.

Motion to approve as presented:

Mary Reik	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Jane Andrews	Jeremy Bell - yes	Martha Espino – yes

That the Library Board transfer \$1,842.00 in unspent monies from FY 2019-2020 from the Vehicle Maintenance line item to the Vehicle Replacement Fund in the Building Fund.

Motion to approve as presented:

Cindy Parr-Barret	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Jeremy Bell	Jeremy Bell - yes	Martha Espino – yes

That the library Board authorize the Business Manager to transfer necessary funds from the General fund to the FICA and IMRF funds to cover FICA and IMRF expenses until the first tax distribution is received, at which time the money will be repaid to the General fund.

Motion to approve as presented:

Mark Denman	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Jane Andrews	Jeremy Bell - yes	Martha Espino – yes

That the Danville Public Library Board approve the purchase of new security gates using maintenance of equipment line item.

Motion to approve as presented:

Cindy Parr-Barret	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Martha Espino	Jeremy Bell - yes	Martha Espino – yes

The Finance Committee's next meeting will be held on Tuesday, June 15, 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 six action items to present, which were approved:

That the Danville Public Library Board approve the revision of Code 5534 to update best practices.

Motion to approve as presented:

Mary Reik	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Martha Espino	Jeremy Bell - yes	Martha Espino – yes

That the Danville Public Library Board approve the revision of Code 5520 to include expectations.

Motion to approve as presented:

Jeremy Bell	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Jane Andrews	Jeremy Bell - yes	Martha Espino – yes

That the Danville Public Library Board approve the revision of Code 5534 to update the Gifts and Donations section.

Motion to approve as presented:

Mark Denman	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Mary Reik	Jeremy Bell - yes	Martha Espino – yes

That the Danville Public Library Board approve the revision of Code 3520. This includes adding information about withdrawing materials, special collections, and monetary gifts, bequests and memorials.

Motion to approve as presented:

Jane Andrews	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Jeremy Bell	Jeremy Bell - yes	Martha Espino – yes

That the Danville Public Library Board approve the revision of Code 3430, which clarifies language in the policy regarding naming opportunities.

Motion to approve as presented:

Mary Reik	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Martha Espino	Jeremy Bell - yes	Martha Espino – yes

That the Danville Public Library Board approve the revision of Code 5534 to add information about the Deed of Gift and a disclaimer regarding views and opinions of artists and art pieces.

Motion to approve as presented:

Jane Andrews	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Martha Espino	Jeremy Bell - yes	Martha Espino – yes

The Policy Committee's next meeting will be held on Tuesday, July 13, 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. 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

That the Danville Public Library Board approve to revise the Restore Illinois Phase 4 Policy Manual to reflect changes adopted during the Bridge Phase.

Motion to approve as presented:

Mark Denman	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Jeremy Bell	Jeremy Bell - yes	Martha Espino – yes

Closed Session

There was no need for a closed session.

The board’s next meeting will be held on Tuesday, June 15, 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 4:38 p.m.

Jane Andrews, Secretary