

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 4:04 p.m., Tuesday, June 15, 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
Jim Knoblauch
Melissa Rome

Members Absent

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 May as presented

Secretary's Report

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

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

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

Melissa Rome	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Mary Reik	Jim Knoblauch - yes	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 May. Director Hess highlighted several portions of her report, including a grant award from the Foundation of an additional \$15,000 to go towards the purchase of a Bookmobile. There was one change to report in personnel. Director Hess shared that Sarah Askins had been hired in the Children's department.

Committee Reports

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

That the Danville Public Library Board approve the two planned service agreement with Johnson Controls, in the amount of \$3,137 per year with funds from the Maintenance of Building line item in the General Fund.

Motion to approve as presented:

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

That the Danville Public Library Board accept the proposal from Danville Flooring Warehouse to remove the existing carpet in the book drop room and the elevator and replace the flooring with raised disc rubber tile in the amount of \$1,698.89.

Motion to approve as presented:

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

That the Danville Public Library Board accept the proposal from Dave Price Painting to paint the meeting room to the library in the amount of \$2,808; to accept the proposal from Country Carpentry to repair one wall in the amount of \$1420.00; to accept the proposal from Danville Flooring Warehouse to remove the existing carpet and replace the flooring with vinyl plank flooring in the amount of \$10,224.00.

Motion to approve as presented:

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

That the Danville Public Library Board approve the use of special reserve fund monies earmarked for HVAC repair—AHU Condensing Unit and Evaporator Coil Replacement.

Motion to approve as presented:

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

That the Danville Public Library Board approve the use of special reserve fund monies earmarked for HVAC repair—VAV Controllers.

Motion to approve as presented:

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

The Finance Committee’s next meeting will be held on Tuesday, July 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 item to present.

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, but did discuss four items of information. This included information about the public restrooms, the exterior and interior book drops, the prairie grass area on the back lawn and the landscaping and sewer grate area on the front lawn.

The Building Committee’s next meeting will be held on Tuesday, August 10, 2021, at 4:15 p.m. Phase 4: Online; Phase 5: Second Floor Conference Room.

Old Business

None.

New Business

Closed Session

There was no need for a closed session.

The board’s next meeting will be held on Tuesday, July 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 4:54 p.m.

Jane Andrews, Secretary