

DANVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES

Vice-President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, July 20, 2021, held at the first floor meeting room of the Danville Public Library.

Members Present

Jane Andrews
Mark Denman
Mary Reik
Cindy Parr-Barrett

Members Absent

Linda Bolton
Jeremy Bell
Martha Espino
Melissa Rome

Staff Present

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

Others

Bill Satterwhite-Emeritus

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

Secretary's Report

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

Cindy Parr-Barrett	Jane Andrews-yes	Mark Denman-yes
Second by Jane Andrews	Mary Reik -yes	Cindy Parr-Barret - yes

Treasurer's Report and Invoices

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

Cindy Parr-Barrett	Jane Andrews-yes	Mark Denman-yes
Second by Mary Reik	Mary Reik-yes	Cindy Parr-Barret- yes

Motion to approve the Invoices as presented:

Mary Reik	Jane Andrews-yes	Mark Denman-yes
Second by Cindy Parr-Barret	May Reik - yes	Cindy Parr-Barrett - 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 June. Director Hess addressed the ongoing concerns and action plan for the library's landscaping. She also discussed an increase to the number of new card registrations in the past month. There were three changes to report in personnel. Director Hess shared that Patricia Pope has resigned from position in Reference and Archives. Julie Colby was promoted from a Clerk II in Circulation to a Library Assistant I in Public Services. Holly Kleiss moved from part time to full time in Public Services.

Committee Reports

Finance Committee – Committee Chair Jane Andrews reported that the Finance Committee met immediately before the board meeting. The Finance Committee had no action items to present. The Finance Committee’s next meeting will be held on Tuesday, August 17, 2021, at 3:45 p.m. Second Floor Conference Room

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 five action items to present, one of which was added to the agenda at the start of the meeting:

That the Danville Public Library Board approve the removal of the Codes listed below, which were suggested by HR Source.

- 5140 Reporting Absences
- 5156 Probation (changed to PIP, but not needed)
- 5210 Classification System

Motion to approve as presented:

Jane Andrews	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Mary Reik		

That the Danville Public Library Board approve changes to Codes 5110, 5820, “Purpose of the Manual” and “Disclaimer,” which were updated by HR Source to include the “At Will” employment statement.

Introduction

- Purpose of the Manual
- Disclaimer
- 5110 Initial Employment
- 5820 Employee Resignation

Motion to approve as presented:

Jane Andrews	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Mary Reik		

That the Danville Public Library Board approve changes to the Codes listed below, which were updated by HR Source with standard Human Resource “best practice” terminology.

Introduction

- 5020 Application, Amendment & Deviation of Personnel Policies
- 5030 Definition of Terms
- 5132 Overtime
- 5150 Evaluation of Employees
- 5153 New Employee Orientation
- 5160 Notice of Vacancies
- 5180 Outside Employment
- 5310 Leave of Absence Without Pay
- 5321 Nursing Mothers
- 5360 Bereavement Leave
- 5390 Military Leave
- 5580 Accidents/Injuries on the Job
- 5630 Problem Patrons
- 5830 Reduction in Force
- 5870 Adjustment to Final Pay

Motion to approve as presented:

Mary Reik	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Jane Andrews		

That the Danville Public Library Board approve changes to the Codes listed below, which were updated in accordance with current State and Federal laws by HR Source.

- 5040 Equal Employment Opportunity and Antidiscrimination
- 5050 Drug-Free Workplace
- 5115 Employment Criminal Background Checks
- 5311 Domestic or Sexual Violence Leave
- 5620 Sexual Harassment

Motion to approve as presented:

Jane Andrews	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Mary Reik		

That the Danville Public Library Board approve changes to Code 5330: Sick Leave to meet language required by IMRF.

Motion to approve as presented:

Mary Reik	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Jane Andrews		

The Policy Committee's next meeting will be held on Tuesday, September 14, 2021 at 4:15 p.m.
Second Floor Conference Room

Building Committee – Committee Chair Melissa Rome was absent. Director Hess reported that the Building Committee had no action items to present.

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 4:29 p.m.

Mary Reik, Secretary