

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, August 17, 2021, held at the second floor meeting room of the Danville Public Library.

Members Present

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

Members Absent

Jeremy Bell  
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 July as presented:

Secretary's Report

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

|                    |                 |                          |
|--------------------|-----------------|--------------------------|
| Jane Andrews       | Mark Denman-yes | Jane Andrews - yes       |
| Second by          | Mary Reik -yes  | Cindy Parr-Barrett - yes |
| Cindy Parr-Barrett | Martha Espino   |                          |

Treasurer's Report and Invoices

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

|             |                  |                         |
|-------------|------------------|-------------------------|
| Mark Denman | Jane Andrews-yes | Mark Denman-yes         |
| Second by   | Mary Reik-yes    | Cindy Parr-Barrett- yes |
| Mary Reik   | Martha Espino    |                         |

Motion to approve the Invoices as presented:

|                   |                  |                          |
|-------------------|------------------|--------------------------|
| Mary Reik         | Jane Andrews-yes | Mark Denman-yes          |
| Second by         | May Reik - yes   | Cindy Parr-Barrett - yes |
| Cindy Parr-Barret | Martha Espino    |                          |

**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 July. Director Hess addressed additional ongoing concerns regarding the library's landscaping. She also discussed updates to the first floor meeting room and meetings with WhiteSmith Marketing Group and Downtown Danville, Inc.

There were three changes to report in personnel. Director Hess shared that Maureen O'Connell was no longer employed. Nick Lenfesty was promoted from a part time to a full time position in Public Services. Brittan Gash had given her two-week notice and her position was posted.

### **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, September 21, 2021, at 3:45 p.m., 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, 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, October 12, 2021, at 4:15 p.m., Second Floor Conference Room.

### **Old Business**

None.

### **New Business**

- Director Hess informed the board about action taken in regards to two issues in reference that had recently been brought to her attention. One involved an email to District 118 Superintendent Dr. Geddis regarding parents needing assistance with online school registration. The other involved letters to state representatives regarding patrons needing assistance with social security matters. In both instances, Director Hess stressed that library staff are willing to assist but they are not trained in the software required and that both tasks are best left to the District and the Social Security Administration office.
- Director Hess informed the board they’d received a “cash in hand” offer to purchase the old, unusable outreach van of \$500. The van was going to need to be towed to reseal the parking lot. After a brief discussion with President Bolton, the library accepted the offer and will put that money towards a wrap of our newest vehicle. Additionally, after further discussions on the potential bookmobile with Public Services Manager Johnson Flanagan and Foundation Executive Director Peter Blackmon, a decision was made to pursue grants in the hopes of purchasing a new or used prefabricated bookmobile, opposed to the original idea of converting a used school bus.

- After brief discussion, the hours of operation have been altered. The library is now open Monday-Thursday, 9:00 a.m. to 7:00 p.m. and Friday and Saturday, 9:00 a.m. to 3:00 p.m.
- President Bolton reviewed an all staff meeting she and then-Secretary Jane Andrews attended in the early part of July.

### **Closed Session**

There was no need for a closed session.

The board's next meeting will be held on Tuesday, September 21, 2021 4:00 p.m., Second Floor Conference Room

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:44 p.m.

Mary Reik, Secretary