

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, September 21, 2021, held via Zoom meeting, due to the mandated shelter in place for COVID-19.

Members Present

Linda Bolton
Jane Andrews
Mark Denman
Mary Reik
Martha Espino
Cindy Parr-Barrett
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 August as presented:

Secretary's Report

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

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

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

Mary Reik	Jane Andrews-yes	Mark Denman-yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Mark Denman	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 August. Director Hess shared the results of Kai Con in early August. She also discussed meetings and event collaboration with Downtown Danville, Inc.

There were three changes to report in personnel. Director Hess shared that Brittan Gash was no longer employed, as reported last month. Amanda Escobedo was hired as a part time LA I in Public Services and Jenna Bryant has been hired on a temporary status to assist with the RFID conversion project.

Committee Reports

Finance Committee – Committee Chair Jane Andrews reported that the Finance Committee met immediately before the board meeting. The Finance Committee had one item to present, which was approved.

That the Danville Public Library Board approve the transfer of \$ 8,975 from the Building Fund to the General Fund to cover the cost of the parking lot restriping and resealing project.

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	Martha Espino - yes	Melissa Rome - yes

The Finance Committee's next meeting will be held on Tuesday, October 19, 2021, at 3:45 p.m., Second Floor Conference Room

Policy Committee – Committee Chair Cindy Parr-Barret reported that Policy Committee had seven items to present, which were approved:

That the Danville Public Library Board approve changes to the Codes listed below in the Employment section of the handbook.

5130 Working Hours
5190 Employment of Relatives

Motion to approve the Invoices as presented:

Jane Andrews	Jane Andrews - yes	Mark Denman - yes
Second by	May Reik - yes	Cindy Parr-Barrett - yes
Mark Denman	Martha Espino - yes	Melissa Rome - yes

That the Danville Public Library Board approve changes to the Codes listed below in the Leaves of Absence section of the handbook, including one additional Code.

5320 Family Leave
5340 Vacation Leave
5350 Personal Leave
5370 Jury Duty or Required Court Appearance Leave
5375 Voting Leave
5345 Unpaid Personal Time Off For Part-Time Staff

Motion to approve the Invoices as presented:

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

That the Danville Public Library Board approve changes to the Code listed below in the Employee Benefits section of the handbook.

5410 Paid Holidays

Motion to approve the Invoices as presented:

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

That the Danville Public Library Board approve changes to the Codes listed below in the Employee Responsibilities section of the handbook.

- 5510 Personal Appearance/Dress Code
- 5515 Appearance of the Library and Workspaces
- 5534 Library Keys
- 5536 Garnishments
- 5538 Employee Name Tags
- 5570 Personal Telephone Calls

Motion to approve the Invoices as presented:
Mark Denman Jane Andrews - yes Mark Denman - yes
Second by May Reik - yes Cindy Parr-Barrett - yes
Melissa Rome Martha Espino - yes Melissa Rome - yes

That the Danville Public Library Board approve changes to the Codes listed below in the Termination of Employment section of the handbook.

- 5850 Suspension or Dismissal for Cause
- 5855 Disciplinary Action
- 5840 Abandonment of Position

Motion to approve the Invoices as presented:
Jane Andrews Jane Andrews - yes Mark Denman - yes
Second by May Reik - yes Cindy Parr-Barrett - yes
Mary Reik Martha Espino - yes Melissa Rome - yes

That the Danville Public Library Board approve changes to Code 3330: Fines and Fees.

Motion to approve the Invoices as presented:
Mary Reik Jane Andrews - yes Mark Denman - yes
Second by May Reik - yes Cindy Parr-Barrett - yes
Mark Denman Martha Espino - yes Melissa Rome - yes

That the Danville Public Library Board approve changes and implementation of temporary policy manual in response to COVID-19 pandemic.

Motion to approve the Invoices as presented:
Melissa Rome Jane Andrews - yes Mark Denman - yes
Second by May Reik - yes Cindy Parr-Barrett - yes
Mark Denman Martha Espino - yes Melissa Rome - yes

The Policy Committee's next meeting will be held on Tuesday, November 9, 2021 at 4:15 p.m.
Second Floor Conference Room

Building Committee – Committee Chair Melissa Rome 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

Patron assistance in Reference

o Director Hess updated the Board on conversations regarding the two separate issues of patrons needing assistance with social security forms and also online registration for school. She wrote letters to the State and US Senators regarding the social security issues and received a response from Senator Duckworth's office as well as communication from Senator

Bennett's office. After a conversation with Dr. Yacobi at District 118, Director Hess was able to inform staff on the various ways the District makes themselves available to assist parents and next year, they should direct parents back to the District.

Bookmobile

o Director Hess shared that she was in conversations with Public Services Manager Johnson Flanagan and Foundation Director Peter Blackmon regarding the possible purchase of a prefabricated Bookmobile. As such, Director Hess and Director Blackmon will be pursuing local grants and partnerships to raise funding for a prefabricated Bookmobile.

New Business

Request for Quotes: Microfilm Digitization

o Director Hess shared that both a recent increase in genealogy requests as well as staffing challenges have brought the need to digitize microfilm back to the forefront. She is working with Reference Librarian Taylor Anderson and Technology Manager Josh Pryle on a Request for Quotes from digitization companies.

Intergovernmental Agreement: Danville School District 118

o Based on initial conversations with Dr. Yacobi and DHS Librarian Shannon Bicknell, Director Hess and Public Services Manager Johnson Flanagan are developing an Intergovernmental Agreement with District 118 that would ensure library cards for all District 118 students so long as the District would cover costs of lost/damaged items. This agreement will be presented to the Library Board for approval before being presented to the School Board.

Request for Bid: Westside Doors

o The initial quote received to replace the west side doors is just over the threshold that a request for bids will need to be advertised. This project is being funded by the Live and Learn Construction grant from the State. Director Hess is finalizing the request and will publish soon.

Closed Session

There was no need for a closed session.

The board's next meeting will be held on Tuesday, October 19, 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 4:38 p.m.

Mary Reik, Secretary