

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, October 19, 2021, held at the second floor meeting room of the Danville Public Library.

Members Present

Linda Bolton
Mark Denman
Mary Reik
Cindy Parr-Barrett
Melissa Rome
Jeremy Bell

Members Absent

Jane Andrews
Martha Espino

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 September as presented:

Secretary's Report

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

Mark Denman	Mark Denman-yes	Jeremy Bell - yes
Second by	Mary Reik -yes	Cindy Parr-Barrett - yes
Cindy Parr-Barrett	Melissa Rome - yes	

Treasurer's Report and Invoices

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

Mary Reik	Mark Denman-yes	Jeremy Bell - yes
Second by	Mary Reik-yes	Cindy Parr-Barrett- yes
Cindy Parr-Barrett	Melissa Rome - yes	

Motion to approve the Invoices as presented:

Melissa Rome	Mark Denman-yes	Jeremy Bell - yes
Second by	Mary Reik - yes	Cindy Parr-Barrett - yes
Cindy Parr-Barrett	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 September. Director Hess shared the successes of the "Baby Yoda Card" promotion for Library Card Sign Up Month.

There was one change to report in personnel. Director Hess shared that Dianne Seibert was no longer employed. A part time LAI in Reference and Archives was posted. An ad for a part time Human Resources Generalist was also created and posted.

Committee Reports

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

That the Danville Public Library Board approve the purchase of the recommended replacement projector for the first floor meeting room.

Motion to approve:

Mary Reik	Mark Denman-yes	Jeremy Bell - yes
Second by	Mary Reik - yes	Cindy Parr-Barrett - yes
Cindy Parr-Barrett	Melissa Rome - yes	

The Finance Committee's next meeting will be held on Tuesday, December 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, January 11, 2022 at 4:15 p.m. Second Floor Conference Room

Building Committee – Committee Chair Melissa Rome reported that the Building Committee had an item of information concerning building project updates to present.

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

Old Business

- **Action Item: Intergovernmental Agreement: Danville School District 118**

That the Danville Public Library Board adopt the Intergovernmental Library Agreement that establishes the Electronic Content Consortium.

Motion to approve:

Cindy Parr-Barrett	Mark Denman-yes	Jeremy Bell - yes
Second by	Mary Reik - yes	Cindy Parr-Barrett -
yes Mark Denman	Melissa Rome - yes	

- **Request for Bid: West Side Doors**
 - Director Hess shared the Request for Bid packet for the West Side Door conversion project

New Business

- **Per Capita Grant FY 2022/Continue education activity**
 - Director Hess discussed the requirements for the 2022 Per Capita Grant application. The Board agreed to review the Illinois Public Library Trustee Manual by January, 2022.
- **Hours for Potterfest**
 - Director Hess explained the need to have “all hands on deck” for Potterfest and the impact that would have on Friday and Saturday hours. The Board agreed that operating hours could be changed to accommodate staff needs for Potterfest.

- **Vision Meeting**
 - Director Hess and the Board briefly reviewed the purpose of the upcoming Vision Meeting with the Foundation Board.

Closed Session

There was no need for a closed session.

The board's next meeting will be held on Tuesday, December 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