

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, November 16, 2021, held at the second floor meeting room of the Danville Public Library.

Members Present

Jane Andrews  
Mark Denman  
Mary Reik  
Cindy Parr-Barrett  
Melissa Rome

Members Absent

Linda Bolton  
Martha Espino  
Jeremy Bell

Others

Bill Satterwhite-Emeritus

Staff Present

Jennifer Hess/Exec Director  
Jessica Augustson/C.E.  
Librarian  
Reno Torres/Bus. Mgr.  
Sandy Cook/CliftonLarson  
Allen  
Peter Blackmon-DLF Dir.

Sandy Cook, from CliftonLarsonAllen, presented the audit report for FY 2020-2021 which the library board approved.

Motion to approve the audit report as presented:

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

Peter Blackmon, Executive Director of the Danville Library Foundation, presented an update on funding and upcoming events, including Giving Tuesday, Winter Sounds and the 2022 Gala. Director Hess added that the library was assisting with a scaled down book sale through the holidays.

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

Secretary's Report

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

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

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

Mark Denman	Mark Denman-yes	
Second by	Mary Reik - yes	Cindy Parr-Barrett - yes
Cindy Parr-Barrett	Melissa Rome - yes	Jane Andrews - 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 discussed the success of Trunk or Treat and updated the board on the status of the Intergovernmental Agreement proposal with District 118 and the RFP for the west side doors. She also shared that October had the highest number of visitors since February 2020, just before the pandemic.

There were three changes to report in personnel. Director Hess shared that Kaighla White had been hired as a part time LA I in Reference and Archives at 25 hours per week. Stuart Robbins has been hired to fulfill the need for a Human Resources position and Seth Hairston has been hired to assist with Outreach events and deliveries, both at 15 hours a week.

**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, December 21, 2021, at 3:45 p.m. Second Floor Conference Room

**Policy Committee** – Committee Chair Cindy Parr-Barret reported that Policy Committee had three action items to present, which were approved.

That the Danville Public Library Board approve changes to the Codes listed below in the Classification/Compensation & Payroll Practices section of the handbook.

5215 Employee Classifications

- Defines exempt, non-exempt, regular full-time, regular part-time, temporary/seasonal, introductory

5260 Immigration law Compliance

- States compliance with current immigration law

5245 Pay Periods and Procedures

- Defines pay periods and instructions for pay errors

5246 Pay Deductions

- Procedure for improper pay deductions

That the Board of Trustees remove the following code in section 5200, Classification/Compensation & Payroll Practices:

5210 Classification System

Motion to approve:

Jane Andrews

Mark Denman-yes

Cindy Parr-Barrett - yes

Second by

Mary Reik-yes

Jane Andrews - yes

Mary Reik

Melissa Rome - yes

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

5575 Use of Information Systems

- Expanded guidelines from HR Source regarding safety and confidentiality
- Library edits: allow, but not require, use of personal devices; remove reset clause suggested by HR Source

5576 Use of Social Media

- Expanded guidelines from HR Source regarding safety, confidentiality and proprietary information

5590 Attendance and Punctuality

- Expanded rules on excuses absences
- Library edits: excused and unexcused tardiness

Motion to approve:

Mark Denman

Mark Denman-yes

Cindy Parr-Barrett - yes

Second by

Mary Reik-yes

Jane Andrews - yes

Melissa Rome

Melissa Rome - yes

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

5720 Employee Parking

- Library edits: remove Clifton Gunderson, staff communication

5765 Staff Lockers

- HR source added cannabis to excluded items
- Library edit: remove references to keys, locks may be cut

5775 Travel Expense/Per Diem

- Remove existing policy and replace with HR Source suggested policy

Motion to approve:

Mary Reik

Mark Denman-yes

Cindy Parr-Barrett - yes

Second by

Mary Reik-yes

Jane Andrews - yes

Jane Andrews

Melissa Rome - yes

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 no action items 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**

**Per Capita Grant FY 2022/Continuing education activity**

- o Director Hess and the Board reviewed four chapters of the Illinois Public Library Trustee Manual.

### **New Business**

Vision Meeting

o Director Hess and the Board reviewed the Vision Meeting with the Foundation Board, sharing insights and ideas. Director Hess shared that the next step is for the Board Presidents, Linda Bolton and Pete Goodwin, to meet with Peter and Jennifer to discuss results before reconvening with the entire group.

Potterfest/upcoming events

Director Hess and the Board briefly discussed the success of Potterfest. Director Hess shared that the next big event is the zoom presentation with LeVar Burton.

### **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, Vice-President Mark Denman adjourned the meeting at 5:14 p.m.

**Mary Reik, Secretary**