

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 4:15 p.m., Tuesday, December 28, 2021, held via a Zoom meeting due to the mandated shelter in place for COVID 19.

Members Present

Jane Andrews
Mark Denman
Mary Reik
Cindy Parr-Barrett
Melissa Rome
Jeremy Bell
Martha Espino

Members Absent

Linda Bolton

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 November as presented:

Secretary's Report

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

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

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

Mary Reik	Mark Denman-yes	Cindy Parr-Barrett -yes
Second by	Mary Reik - yes	Melissa Rome – yes
Cindy Parr-Barrett	Jane Andrews - yes	Jeremy Bell - yes
	Martha Espino - 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 November. Director Hess expressed her gratitude for volunteers, staff and community support for Potterfest and the Foundation's Giving Tree Day of Giving.

There were no changes to report in personnel. Director Hess shared that former employee Dianne Seibert had sadly passed away.

Committee Reports

Finance Committee – Committee Chair Jane Andrews reported that the Finance Committee met immediately before the board meeting. The Finance Committee had eight action items to present, which were approved.

That \$64,850 be transferred from the Building Fund to the Contractual Services line item within the General Fund.

Motion to approve as presented:

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

That the Danville Public Library Board approve the use of special reserve fund monies earmarked for HVAC repair—Valves

Motion to approve as presented:

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

That the Danville Public Library Board accept the proposal from Glesco Electric Inc. to rewire the conference lights in the first floor meeting room.

Motion to approve as presented:

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

That the Danville Public Library Board accept the proposal from Country Carpentry to install an awning over the book drop in the amount of \$1,394.00.

Motion to approve as presented:

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

That the Danville Public Library Board accept the proposal from Country Carpentry to remove the partial wall behind the circulation desk in the amount of \$1,960.00.

Motion to approve as presented:

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

That the Danville Public Library Board purchase new tables for the second floor conference room from National Business Furniture in the amount of \$2,913.60.

Motion to approve as presented:

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

That the Danville Public Library Board accept the proposal from Dave Price to repair and paint the wall behind the information desk in the amount of \$800.00.

Motion to approve as presented:

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

That the Danville Public Library Board accept the proposal from Dave Price to paint the stairwell in the amount of \$3,875.00.

Motion to approve as presented:

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

The Finance Committee’s next meeting will be held on Tuesday, January 18, 2022, 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 passed eight action items, which were passed on to and passed during the Finance Committee meeting.

Director Hess shared that the recent roof inspection passed. The discussion on the First Floor changes was tabled to January meeting.

The Building Committee’s next meeting will be held on Tuesday, February 8, 2022, at 4:15 p.m.,
Second Floor Conference Room.

Old Business

- **Per Capita Grant FY 2022/Continuing education activity**
 - Director Hess and the Board reviewed the rest of the Illinois Public Library Trustee Manual.
- **Vision Meeting**
 - Director Hess and the Board discussed the follow up to the Vision Meeting, held earlier in the month.

New Business

- **Action Item:** Library closings and early closings for 2022
 - Director Hess presented dates for closings and early closings for 2022, which passed.

Motion to approve as presented:

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

- **Action Item:** IGA with IL Libraries Present
 - Assistant Director Jessica Augustson presented a proposal to join IL Libraries Present, which will give the Library zoom access to speakers booked by other member libraries.

Motion to approve as presented:

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

- Director Hess and Assistant Director Augustson shared concerns with the Board regarding the uptick in local COVID cases and the impact on staff, patrons and operations in general.

Closed Session

There was no need for a closed session.

The board’s next meeting will be held on Tuesday, January 18, 2022 4:00 p.m., Second Floor Conference Room and Zoom

There being no further business to come before the Board, Vice-President Mark Denman adjourned the meeting at 4:51 p.m.

Mary Reik, Secretary