

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, February 15, 2022, held via a Zoom meeting due to the mandated shelter in place for COVID 19.

Members Present

Jane Andrews
Cindy Parr-Barrett
Mark Denman
Martha Espino
Charmaine Hickman
Mary Reik
Melissa Rome

Members Absent

Linda Bolton

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 January as presented:

Secretary's Report

Motion to approve the Secretary's Report as of January, 2022 as presented:

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

Treasurer's Report and Invoices

Motion to approve the January, 2022 Treasurer's Report as presented:

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

Motion to approve the Invoices as presented:

Melissa Rome	Jane Andrews-yes	Martha Espino -yes
Second by	Cindy Parr-Barrett - yes	Mary Reik - yes
Mary Reik	Mark Denman - 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 January. Director Hess shared information pictures of the new Teen Zone area and Book Sale and discussed the approved agreement with District 118. Assistant Director Jessica Augustson share a recap on the program “An Evening with LeVar Burton.”

Ethan Hickman (no relation to the new board member) has been hired as a part time facilities assistant.

Committee Reports

Finance Committee – Committee Chair Jane Andrews reported that the Finance Committee met immediately before the board meeting. The Finance Committee had two action items to present.

Approved:

That the Danville Public Library Board approve the proposal from Library Strategies to conduct a facilities assessment in the amount of \$6,086.00 with funds awarded by a grant from the Danville Library Foundation.

Motion to approve as presented:

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

That the Danville Public Library Board accept the proposal from Bacon & Van Buskirk, in the amount of \$14,650.00 to install sliding glass doors on the West Side Entrance with funds awarded through the Live and Learn Construction grant.

Approved contingent on positive reviews from references:

Motion to approve as presented:

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

The Finance Committee's next meeting will be held on Tuesday, March 15, 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, March 8, 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, April 12, 2022, at 4:15 p.m., Second Floor Conference Room.

Old Business

- Director Hess reminded Trustees to complete their annual sexual harassment training.

New Business

- Appointment of Nominating Committee** – Vice President Denman appointed Cindy Parr-Barrett and Martha Espino as the Nominating Committee for the FY2022-2023 election of officers.

Motion to approve as presented:

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

□ **Mask usage for patrons and staff** – Director Hess led discussion regarding upcoming changes to mask requirements. The Trustees agreed that the library would recommend but not require masks for patrons until the mandate is lifted. Once it is lifted, staff will not be required to wear masks.

Closed Session

There was no need for a closed session.

The board's next meeting will be held on Tuesday, March 15, 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 4:38 p.m.

Mary Reik, Secretary