

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, January 18, 2022, held via a Zoom meeting due to the mandated shelter in place for COVID 19.

Members Present

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

Members Absent

Jeremy Bell
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 December as presented:

Secretary's Report

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

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

Treasurer's Report and Invoices

Motion to approve the December, 2021 Treasurer's Report 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	

Motion to approve the Invoices as presented:

Mark Denman	Mark Denman-yes	Cindy Parr-Barrett -yes
Second by	Mary Reik - yes	Melissa Rome – yes
Cindy Parr-Barrett	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 November. Director Hess shared information about Patron Appreciation Week and concerns about how the Omicron variant of the COVID-19 pandemic was affecting staffing.

Nancy Huff (Children's), Julie Colby (Reference), Mary Ellen Cox (Facilities) and Seth Hairston (Outreach) are no longer employed at Danville Public Library.

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, which were approved.

That the non-resident fee be increased to \$164 per family, effective May 1, 2022.

Motion to approve as presented:

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

That the Danville Public Library Board approve the proposal from Cleaning by Jai to provide monthly janitorial services at \$291.53 per month, with additional visits as needed through the end of the current fiscal year.

Motion to approve as presented:

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

The Finance Committee’s next meeting will be held on Tuesday, February 15, 2022, at 3:45 p.m. Second Floor Conference Room.

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

That the Danville Public Library Board approve the revision of Code 5120, which updates language in the Code to reflect changes to the residency requirement for non-union employees.

Motion to approve as presented:

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

That the Danville Public Library Board approve the revision of Code 5170, which updates the policy with recommended changes by HR Source.

Motion to approve as presented:

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

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, February 8, 2022, at 4:15 p.m., Second Floor Conference Room.

Old Business

- There was no old business.

New Business

Director Hess shared information on the annual sexual harassment training all trustees are to complete as well as the Open Meetings Act and Freedom of Information Act training that trustees with renewed terms need to complete.

Closed Session

There was no need for a closed session.

The board's next meeting will be held on Tuesday, February 15, 2022 4:00 p.m., Second Floor Conference Room and Zoom

There being no further business to come before the Board, President Linda Bolton adjourned the meeting at 4:37 p.m.

Mary Reik, Secretary