

DANVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, April 19, 2022, held at the second floor meeting room of the Danville Public Library.

Members Present

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

Members Absent

Others

Bill Satterwhite-Emeritus

Staff Present

Jennifer Hess/Exec Director  
Jessica Augustson/C.E.  
Librarian  
Reno Torres/Bus. Mgr.

The Library Board reviewed the Secretary's Reports for February and March and Treasurer's reports for February and March which were approved with revisions.

Secretary's Report

Motion to approve the Secretary's Reports for February and March, 2022 as presented:

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

Treasurer's Report and Invoices

Motion to approve the Treasurer's Reports for February and March, 2022 as presented:

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

Motion to approve the Invoices as presented:

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

Committee Reports

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

That the library employees receive increases effective May 1, 2022, under the following guidelines:

1. Employees, including the Library Director, who have completed at least six months of satisfactory employment at the library, will receive a 5% increase.
2. Employees who have completed less than six months of satisfactory employment at the library will receive an increase upon completing six months of satisfactory employment at the library.

Motion to approve as presented:

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

That the pay scale of Clerk and Custodian be raised to \$13.65 an hour in accordance with the proposed tax levy request for FY 2022 – 2023

Motion to approve as presented:

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

That the Danville Public Library Board approve the proposed tax levy request for FY 2022-2023.

Motion to approve as presented:

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

The Finance Committee’s next meeting will be held on Tuesday, May 17, 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, May 10, 2022 at 4:00 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, June 14, 2022, at 4:00 p.m.,  
Second Floor Conference Room.

**Old Business**

- Director Hess reminded Trustees that the building assessment was scheduled for Friday, May 6, 2022.

**New Business**

- **Appointment of Officers**—The office of president was vacated due to the passing of Linda Bolton. Mark Denman was nominated and voted in as President. The office of Vice President will remain vacant for the time being, pending additional board member appointments.

Motion to approve:

Jane Andrews

Second by

Cindy Parr-Barrett

Mark Denman -yes

Jane Andrews - yes

Charmaine Hickman - yes

Martha Espino - yes

Mary Reik -yes

Cindy Parr-Barrett – yes

Melissa Rome - yes

- The meeting schedule for board and committee meetings for FY 2022-2023 was approved with revisions.

There was no need for a closed session.

The board's next meeting will be held on Tuesday, May 17, 2022 4:00 p.m., Second Floor Conference Room and Zoom

There being no further business to come before the Board, President Mark Denman adjourned the meeting at 4:52 p.m.

**Mary Reik, Secretary**