

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, May 17, 2022, held at the second floor meeting room of the Danville Public Library..

Members Present

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

Members Absent

Charmaine Hickman

Others

Bill Satterwhite-Emeritus

Staff Present

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

The Library Board approved the Secretary's and Treasurer's reports for April as presented.

Secretary's Report

Motion to approve the Secretary's Report for April, 2022 as presented:

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

Treasurer's Report and Invoices

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

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

Motion to approve the Invoices as presented:

Cindy Parr-Barrett	Jane Andrews - yes	Mary Reik -yes
Second by	Cindy Parr-Barrett – yes	Martha Espino - yes
Martha Espino	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 April.

Director Hess outlined a plan to handle donated books. Katie Anderson was hired as an administrative assistant. Amanda Escobedo resigned from Circulation.

Committee Reports

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

That \$3,864.05 in revenue from copier revenue be transferred from the General Fund to the Building Fund to be used to pay copier maintenance and lease payments.

Motion to approve as presented:

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

That \$150.00 in Meeting Room revenues from FY 2021-2022 be transferred from the General Fund to the Meeting Room Equipment and Maintenance Fund within the Building Fund.

Motion to approve as presented:

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

That the Library Board transfer \$6,376.26 in unspent monies from FY 2021-2022 from the Telephone line item in the General Fund to the Technology Fund in the Building Fund.

Motion to approve as presented:

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

That the Library Board transfer \$867.36 in unspent monies from FY 2021-2022 from the Vehicle Maintenance line item to the Vehicle Replacement Fund in the Building Fund.

Motion to approve as presented:

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

That the library Board authorize the Business Manager to transfer necessary funds from the General fund to the FICA and IMRF funds to cover FICA and IMRF expenses until the first tax distribution is received, at which time the money will be repaid to the General fund.

Motion to approve as presented:

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

The Finance Committee's next meeting will be held on Tuesday, June 21, 2022, 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 the revision of Code 5510, which updates dress code language.

Motion to approve as presented:

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

That the Danville Public Library Board approve the revision of Code 5550, which updates language regarding use of smart watches.

Motion to approve as presented:

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

That the Danville Public Library Board approve the revision of Code 5590, which updates attendance points language.

Motion to approve as presented:

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

The Policy Committee’s next meeting will be held on Tuesday, July 12, 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, but did discuss ongoing concerns regarding the book drop. Director Hess mentioned that the facilities assessment visit was completed on May 6 and the report is forthcoming. She also discussed a meeting with Jeremy Moore of Moore’s Landscaping regarding the dandelions and a regular mowing schedule. Many thanks to the Master Gardeners and Master Naturalists for their work on the landscaping on the corner of Seminary and Vermilion.

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

- None.

New Business

- Naming Opportunity- Director Hess and President Denman discussed the name of the new public meeting room after former president Linda Bolton.

Motion to approve as presented:

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

There was no need for a closed session.

The board's next meeting will be held on Tuesday, June 21, 2022 4:00 p.m., Second Floor Conference Room

There being no further business to come before the Board, President Mark Denman adjourned the meeting at 4:59 p.m.

Mary Reik, Secretary