

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, November 15, 2022, held at the second floor meeting room of the Danville Public Library.

<u>Members Present</u>	<u>Members Absent</u>	<u>Staff Present</u>
Mark Denman	Alice Payne	Jennifer Hess/Exec
Mary Reik	Melissa Rome, resigned	Director
Martha Espino	11/15/22	Jessica Augustson/C.E.
Jane Andrews		Librarian
Cindy Parr-Barrett	<u>Others</u>	Reno Torres/Bus. Mgr.
Stacey Morgeson	Bill Satterwhite-Emeritus	Stuart Robbins/HR

President Denman began the meeting by sharing that Building Committee Chair Melissa Rome tendered her resignation from the board, citing work and family obligations. The Board thanks Melissa for her contributions and service and wishes her well.

The Library Board reviewed the Secretary's report and Treasurer's report for October, which were approved:

Secretary's Report

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

Stacey Morgeson	Jane Andrews – yes	Cindy Parr-Barrett - yes
Second by	Mary Reik -yes	Stacey Morgeson - yes
Jane Andrews	Martha Espino - yes	

Treasurer's Report and Invoices

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

Martha Espino	Jane Andrews – yes	Cindy Parr-Barrett - yes
Second by	Mary Reik -yes	Stacey Morgeson - yes
Cindy Parr-Barrett	Martha Espino – yes	

Motion to approve the Invoices as presented:

Mary Reik	Jane Andrews – yes	Cindy Parr-Barrett - yes
Second by	Mary Reik -yes	Stacey Morgeson - yes
Martha Espino	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 October.

Director Hess congratulated staff on a successful Potterfest, noting the Library had just over 1,000 visitors over two days. Assistant Director Jessica Augustson noted the success of Technical Services in reducing the backlog by 80% in a matter of weeks, thanks to their participation in a new workflow created by herself and Project Manager Sarita Jain.

President Denman noted the positive media attention of recent weeks, for Potterfest, the Commercial News Readers Choice award for Best Customer Service, the Vermilion County First Award for Best Library in Vermilion County and Director Hess’ article for I Am. You Are. We are.

Committee Reports

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

That the Danville Public Library Board approve the acquisition of two additional company credit cards.

Motion to approve as presented:

Stacey Morgeson	Jane Andrews – yes	Cindy Parr-Barrett - yes
Second by	Mary Reik -yes	Stacey Morgeson - yes
Jane Andrews	Martha Espino - yes	

The Finance Committee’s next meeting will be held on Tuesday, December 20, 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 but briefly discussed handling suspended students in the library.

The Policy Committee’s next meeting will be held on Tuesday, March 14, 22023 at 4:00 p.m. Second Floor Conference Room

Building Committee – The Building Committee had no action items to present. Director Hess shared that a structural integrity inspection was held on the previous Friday. An official report will arrive in the coming weeks but overall, initial reports were positive. The inspector will also send recommendations for the book drop.

Due to the vacancy in the Building Chair Committee Chair position, the December meeting has been cancelled.

The Building Committee's next meeting will be held on Tuesday, January 10, 2022, at 4:00 p.m., Second Floor Conference Room.

Old Business

- Strategic Plan/Per Capita Grant
Director Hess distributed revamped Strategic Plan Goals, which will be voted on in the December meeting.

New Business

- Trustee Martha Espino initiated conversation regarding services for Spanish speaking patron
- President Denman reviewed meeting schedule for December and January; the December meeting will proceed as scheduled and the January meeting is rescheduled to January 10.

There is no need for a closed session.

The board's next meeting will be held on Tuesday, December 20, 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 4:30 p.m.

Mary Reik, Secretary