

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, December 20, 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>
Jane Andrews	Martha Espino	Jennifer Hess/Exec Director (Zoom)
Mark Denman		Jessica Augustson/Assistant Director
Stacey Morgeson (Zoom)	<u>Others</u>	Reno Torres/Business Manager
Cindy Parr-Barrett	Sandy Cook, Auditor	Stuart Robbins/HR
Alice Payne		Josh Pryle/Technology Manager
Mary Reik		Ruey Sandusky/Admin Department

Sandy Cook, CliftonLarsonAllen, presented the preliminary audit report for the fiscal year 2021-2022. After her explanation and some discussion about editing one of the budget lines, there was a motion to accept the preliminary report as edited.

Alice Payne	Jane Andrews – yes	Alice Payne- yes
Second by	Stacey Morgeson – yes	Mary Reik -yes
Mary Reik	Cindy Parr-Barrett – yes	

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

Secretary’s Report

Motion to approve the Secretary’s Report for November, 2022 as presented:

Jane Andrews	Jane Andrews – yes	Alice Payne- yes
Second by	Stacey Morgeson – yes	Mary Reik -yes
Cindy Parr-Barrett	Cindy Parr-Barrett – yes	

Treasurer’s Report and Invoices

Motion to approve the November, 2022 Treasurer’s Report as presented:

Mary Reik	Jane Andrews – yes	Alice Payne- yes
Second by	Stacey Morgeson – yes	Mary Reik -yes
Cindy Parr-Barrett	Cindy Parr-Barrett – yes	

Motion to approve the Invoices as presented:

Cindy Parr-Barrett	Jane Andrews – yes	Alice Payne- yes
Second by	Stacey Morgeson – yes	Mary Reik -yes
Alice Payne	Cindy Parr-Barrett – yes	

Director's and Personnel Reports – Included with the Director's Report are highlights from the monthly reports submitted by the department managers on the activity of their departments in November. Director Hess reported that events and programming went very well and asked the board to note the door count for the month had increased substantially from last year.

Stuart Robbins, HR, introduced Ruey Sandusky as Jennifer's new Assistant.

Committee Reports

Finance Committee – Committee Chair Jane Andrews reported that the Finance Committee met immediately before the board meeting. The Finance Committee had no action items to present:

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

Building Committee – The Building Committee had no action items to present. President Mark Denman will work with Jennifer to handle and building concerns until this chair is filled.

The Building Committee's next meeting will be held on Tuesday, February 14, at 4:00 p.m.
Second Floor Conference Room

Old Business

- **Strategic Plan/Per Capita Grant**
Josh Pryle, Technology Manager, submitted his recommendation to upgrade the library's computers. It is suggested that the computers are all purchased at once so the Josh can slowly switch them out without having to wait on back orders due to supply shortages and security concerns.
Stuart Robbins, HR, reported that hiring/training/firing employees is on trend and staff morale is concern because of the holidays.

New Business

- **Teen Zone Pet**

Motion to approve as presented:

Cindy Parr-Barrett	Jane Andrews – yes	Alice Payne- yes
Second by	Stacey Morgeson – yes	Mary Reik -yes
Alice Payne	Cindy Parr-Barrett – yes	

- **Appraisal and Sale of donated Rug**

Motion to approve as presented:

Cindy Parr-Barrett	Jane Andrews – yes	Alice Payne- yes
Second by	Stacey Morgeson – yes	Mary Reik -yes
Mary Reik	Cindy Parr-Barrett – yes	

- **Memory Lab Policy**

Motion to approve as presented:

Jane Andrews	Jane Andrews – yes	Alice Payne- yes
Second by	Stacey Morgeson – yes	Mary Reik -yes
Alice Payne	Cindy Parr-Barrett – yes	

- **Jessica Augustson, Assistant Director, asked what the Boards' thoughts on closing due to inclement weather at the end of the week were. It was decided that closing early or all day would be at the discretion of Jennifer and Jessica.**

There is no need for a closed session.

The board's next meeting will be held on Tuesday, January 10, 2023 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 4:57 p.m.

Mary Reik, Secretary