

DANVILLE PUBLIC LIBRARY
EXECUTIVE COMMITTEE
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee to order at 4:05 p.m., Tuesday, January 30, 2023, held at the second floor meeting room of the Danville Public Library.

Members Present

Jane Andrews (phone)
Mark Denman
Mary Reik

Members Absent

Others

Staff Present

Jennifer Hess/Exec Director
Ruey Sandusky/Admin Department

Old Business

- None

New Business

- Director Hess presented a new spreadsheet to show the board what projects are being worked on, their level of importance, and how far along they are. The Committee liked the report but would not like it to replace the Director's Report. They would like the format of the Director's report to become more streamlined but keep its conversational style.
- Director Hess also reported that she had met with Johnson and Ruey about the leaking book drop. Johnson reported that the losses were greatly reduced since they added the awning and sealed the cracks around the current book drops. Ruey and Johnson also noticed a gap between the new awning and the wall which could be where the small amount of water is still getting in. Since the current book drops are 30 years old, Ruey looked into the cost of purchasing new ones to be installed. She spoke to Lee Bridgeman, a mason, who agreed that the awning was installed improperly and could be the issue. He will be submitting a bid to fix the awning and install 2 new large book drops and close in the media book drop as it cannot be replaced. We should have the bid by the end of the week.
- **Accomplishments/Needs Worklist, January 2030 (print out attached) discussion:**
 - Architect Plan: The question was posed as to how the Architect was different than the studies we have already paid to have done. Director Hess stated that the Architect and his specialist will not only gather information, they will assess the building, its contents and make a plan to optimize what we do in the space we already have in the most efficient and cost effective manner. Mark asked if the studies we had already paid for were for nothing. Jennifer explained that the architect would be using the data we had already collected since it would be the first part of his process and this should reduce his bid to us for the project.
 - Teen Zone: Johnson and Kaileigh are putting together a Teen Zone report. Director Hess will share the results with the Board.

- Relationship between the Library and Foundation Boards: Discussion was had on trying to schedule a regular meeting schedule between the two boards. How donations to the library vs the foundation should work. Possibility of adding a statement of protocol for donations to the Bylaws. How the Book Store should function in the library's building if it remains as the Foundation's project. The Policy manual was brought in to see what the current verbiage actually is. Jane commented that she did not have a copy of the Policy and Bylaws to refer to. President Denman remarked that he had one but it was out of date.
- Strategic Plan: Director Hess reported that the Managers will be turning in their portions of the plan and it will be ready to present at the next Board Meeting.
- Agenda for next Board Meeting: President Denman would like Update on Safety, Strategic Plan, and New Evaluation for CEO on the Agenda. The Board will approve Director Hess' review at the next meeting.
- New Trustees: Director Hess reported that all three new Board Members are scheduled for their orientation this Thursday at 5:30pm.
- E-Rate: Director Hess also explained that she and Josh would start working on E-Rate when he gets back from vacation February 13th. They will be using a consultant this year and the Executive Committee thought that was a great idea.
- Updated Board List: President Denman asked Ruey to create a new Board List with updated contact info and term dates so that all members could verify for accuracy at the next meeting. Ruey asked if they would like current Policy binders made for all nine trustees as well and they agreed that was a good idea.

The Committee's next meeting will be held on Tuesday, March 6, 2023, 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 4:57 p.m.