

Danville Public Library
Board of Trustees Minutes
January 10, 2023
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President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, January 10, 2023, held at the second floor meeting room of the Danville Public Library.

Members Present

Jane Andrews
Kori Bowers
Mark Denman
Martha Espino
Stacey Morgeson (Zoom)
Alice Payne
Mary Reik

Members Absent

Others
Cindy Parr-Barrett

Staff Present

Jennifer Hess/Exec Director
Jessica Augustson/Assistant Director
Reno Torres/Business Manager
Dawn Crisp/Facilities Manager
Lisa Abdelghani/Childrens Librarian
Ruey Sandusky/Admin Department

(Stacey arrived at 4:15 so some votes do not include her.)

President Denman introduced the newly appointed Board Member, Kori Bowers. Kori explained he is retired from the railroad and does construction work. President Denman asked all present to take turns giving their name and whether they are Board Members or Library Staff.

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

Secretary's Report

Motion to approve the Secretary's Report for December, 2022 as amended:

Jane Andrews	Jane Andrews - yes	Alice Payne - yes
Second by	Kori Bowers - yes	Mary Reik - yes
Alice Payne	Martha Espino - yes	

Treasurer's Report and Invoices

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

Mary Reik	Jane Andrews - yes	Alice Payne - yes
Second by	Kori Bowers - yes	Mary Reik - yes
Martha Espino	Martha Espino - yes	

Motion to approve the Invoices as presented:

Alice Payne	Jane Andrews - yes	Alice Payne - yes
Second by	Kori Bowers - yes	Mary Reik - yes
Martha Espino	Martha Espino - yes	

Director 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 December. Director Hess reported that she had a lot of illness in her family and needed to work from home for several weeks. In spite of that, planning for the Lord of the Rings event in the spring is going well and the staff on the planning committee is very excited. She also reported that the Grant Reimbursement forms for the first six months of the fiscal year have been submitted to the foundation and the deposit should appear in next month's financial report. The library did need to close for a day and a half last month because of weather. The Arendelle event was very well attended, active patron count was up and Teen Zone door count was 176.

President Denman requested that a comparison chart for stats from previous months be added back to the report.

There were no questions for Director Hess.

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, February 21, at 3:45 p.m., Second Floor Conference Room.

Policy Committee – The Policy Committee had no action items to present.

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.

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

President Denman noted that there are several committee spots and chairs to be filled. He requested anyone with interest to contact Director Hess.

Old Business

- Per Capita Grant

Director Hess began by reporting that only two points on the list for Per Capita are not already being met: Core 13, the strategic plan, which will be met by next month and Core 15, policy reviews every 3 years, which is also already being resolved. The Managers have a meeting next week to finalize the plans. She then introduced Lisa Abdelghani and Dawn Crisp to report on the Standards Report.

Lisa began by reporting on Youth Services. First she explained that although our programming is ADA compliant, we need to add that verbiage to our flyers and advertising. She reported that we are pursuing partnering with schools and adding a Teen Advisory Board to improve programming. Secondly, she expressed concern that our Outreach programming has reduced due to COVID and said she would like to start getting back into places the library used to visit once their restrictions end and it is safe and wise to do so. Lisa stated that she feels the new bookmobile will be a huge help in expanding the Outreach program.

President Denman asked Director Hess to put increasing Outreach programs into the strategic plan. There were no more questions for Lisa.

Dawn followed by reporting on Facilities. She started by saying that most of the doors were in proper working order other than a few which need specialized tools to fix. She has a work order placed for the remaining doors to be serviced. She then informed the board that there is a pipe feeding the baseboard heating in the men's bathroom and due to how it is installed has burst during cold weather the past 2-3 years. Johnson Controls recommends removing the baseboard heat and installing VAV heating system to resolve the issue. She is still waiting on parts for the elevator to be fixed. She is trying to get quotes on replacing the boilers, but so far no one has gotten back with her. As for Safety Standards, she recommended we work on two areas. Firstly, since the board has not included any days for the library to be closed for in-service staff days since COVID, we have not had the time or ability to practice our safety protocols that are in place or do safety training seminars. Since we have such a large number of new hires since COVID, she is concerned at how many staff have not gone through safety drills. She stated she would also like to set up basic first aid training for staff and have the defibrillator company come in and do a training. She also is working on getting maps put up around the library to show escape routes and severe weather shelters. There were no more questions for Dawn.

The board expressed a desire for the safety training to be completed as soon as possible and requested a progress report by the next board meeting.

New Business

- **Holiday Hours**

Motion to approve as presented:

Mary Reik	Jane Andrews - yes	Stacey Morgeson - yes
Second by	Kori Bowers - yes	Alice Payne - yes
Martha Espino	Martha Espino - yes	Mary Reik - yes

Public Comment

- Cindy Parr-Barrett wanted to let the board know that she did not resign, but there was a misunderstanding with the city on if she wanted to keep her seat or not at the end of her term. She has decided not to pursue to renew her position on the board because she would have to go through the process from scratch. She stated that she really enjoyed her time on the board. President Denman thanked her for her service to the library and Jane Andrews said that she would be missed.

There was no need for a closed session.

The board's next meeting will be held on Tuesday, February 21, 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 4:45 p.m.

Mary Reik, Secretary