

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- February 2023

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:02 p.m., Tuesday, February 21, 2023, held at the second floor meeting room of the Danville Public Library. Jane Andrews attended by phone so she did not vote.

| <u>Members Present</u> | <u>Members Absent</u> | <u>Staff Present</u> |
|------------------------|--------------------------|--------------------------------------|
| Jane Andrews (phone) | Martha Espino | Jennifer Hess/Exec Director |
| Kori Bowers | | Jessica Augustson/Assistant Director |
| Mark Denman | <u>Others</u> | Reno Torres/Business Manager |
| Zach Gwinn | Anna Yackle, IHLS | Ruey Sandusky/Admin Department |
| Stacey Morgeson | Jim Kouzmanoff, Emeritus | |
| Sharda Pascal | | |
| Alice Payne | | |
| Mary Reik | | |

Since there were 2 new board members, President Denman had everyone introduce themselves.

Special guest Anna Yackle from IHLS presented information on what it means to be a board member since we have three brand new members. She gave informational print outs, which have been saved with the rest of the board packet, and informed us she is working on a free training curriculum that should launch late June or early July of this year. The lessons are broken up into 10 minute sections to keep them manageable for members to complete. She suggested adding one lesson to the beginning of each board meeting until the course is finished.

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

Secretary's Report

Motion to approve the Secretary's Report for January, 2023 as presented:

Stacey Morgeson made the motion, Alice Payne seconded and it passed unanimously.

Treasurer's Report and Invoices

Motion to approve the January, 2023 Treasurer's Report as presented:

| | | | |
|-----------------|--------------------|-----------------------|-----------------|
| Stacey Morgeson | Jane Andrews - yes | Stacey Morgeson - yes | Mary Reik - yes |
| Second by | Kori Bowers - yes | Sharda Pascal - yes | |
| Zach Gwinn | Zach Gwinn - yes | Alice Payne - yes | |

Motion to approve the January, 2023 Invoices as presented:

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|------------|--------------------|-----------------------|-----------------|
| Mary Reik | Jane Andrews - yes | Stacey Morgeson - yes | Mary Reik - yes |
| Second by | Kori Bowers - yes | Sharda Pascal - yes | |
| Zach Gwinn | Zach Gwinn - yes | Alice Payne - 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 November.

Jennifer pointed out that our door counts are higher than before COVID restrictions were implemented. Also, she let the board know we are now fully staffed. She and the managers will be looking at door counts to see if extending hours is needed.

Jessica said her class for radio production is almost complete and she hopes podcasts for the library can start this summer.

Committee Reports

Finance Committee – Committee Chair Jane Andrews reported that the Finance Committee met immediately before the board meeting. The Finance Committee had 3 action items to present:

ACTION ITEM: Non-Resident Fee

| | | | |
|-------------|--------------------|-----------------------|-----------------|
| Mary Reik | Jane Andrews - yes | Stacey Morgeson - yes | Mary Reik - yes |
| Second by | Kori Bowers - yes | Sharda Pascal - yes | |
| Alice Payne | Zach Gwinn - yes | Alice Payne - yes | |

ACTION ITEM: Petty Cash Change Fund

| | | | |
|-------------|--------------------|-----------------------|-----------------|
| Alice Payne | Jane Andrews - yes | Stacey Morgeson - yes | Mary Reik - yes |
| Second by | Kori Bowers - yes | Sharda Pascal - yes | |
| Zach Gwinn | Zach Gwinn - yes | Alice Payne - yes | |

ACTION ITEM: Quote to Fix Blowers

Zach noticed that the bid had tax included so the board voted to amended the item to approve if the tax is removed.

| | | | |
|-----------------|--------------------|-----------------------|-----------------|
| Zach Gwinn | Jane Andrews - yes | Stacey Morgeson - yes | Mary Reik - yes |
| Second by | Kori Bowers - yes | Sharda Pascal - yes | |
| Stacey Morgeson | Zach Gwinn - yes | Alice Payne - yes | |

The Finance Committee’s next meeting will be held on Tuesday, March 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 – Committee Chair, Kori Bowers The Building Committee had no action items to present.

The Building Committee’s next meeting will be held on Tuesday, April 11, at 4:00 p.m. Second Floor Conference Room

Old Business

- Update on Safety Measures

The Safety and Security Manual has been updated. The Board was pleased with the document.

- **ACTION ITEM:** Strategic Plan

Jennifer explained it is a living document and may change as we move forward.

Stacey made the motion to approve the Strategic Plan, Zach seconded and it passed unanimously.

New Business

- **Check Board Roster for Errors**

Alice Payne had corrections, but everyone else's information was correct. Ruey will email the updated version.

- **Plan dates for the Library and Foundation Boards to meet**

The Boards would like to meet more often. The Executive Committees met February 28th. They would like to arrange some social gatherings between the full boards. The Trustees discussed times and concluded that after 5pm on a Monday would be best for everyone. Mark will try and arrange something for next month.

Both Executive Committees will meet the first Tuesday of each month for breakfasts. Their next meeting is March 7th.

- **ACTION ITEM:** HVAC Service Agreement

Tabled until next month because the Finance Committee want more bids to consider.

- **ACTION ITEM:** Director's Evaluation Form

Stacy motioned to approve the form, Zach seconded and it passed unanimously.

Trustees will fill out the form and mail anonymously to Mark. Executive Committee will compile the data. The Board will meet in closed session either April or May to finalize the evaluation results.

There was no need for a closed session.

The board's next meeting will be held on Tuesday, March 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 5:19 p.m.

Mary Reik, Secretary