

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- March 2023

Acting Vice President Jane Andrews called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, March 21, 2023, held at the second floor meeting room of the Danville Public Library. Sharda Pascal attended by zoom so she did not vote.

Members Present

Jane Andrews
Kori Bowers
Martha Espino
Zach Gwinn
Stacey Morgeson
Sharda Pascal (zoom)
Alice Payne
Mary Reik

Members Absent

Mark Denman

Others

Staff Present

Jennifer Hess/Exec Director
Jessica Augustson/Assistant Director
Stuart Robbins, Human Resources
Reno Torres/Business Manager
Ruey Sandusky/Admin Department

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

Secretary’s Report

Motion to approve the Secretary’s Report for February, 2023 as presented:
Zach Gwinn made the motion, Alice Payne seconded and it passed unanimously.

Treasurer’s Report and Invoices

Motion to approve the February, 2023 Treasurer’s Report as presented:

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

Motion to approve the February, 2023 Invoices as presented:

Alice Payne	Jane Andrews - yes	Zach Gwinn - yes	Mary Reik - yes
Second by	Kori Bowers - yes	Stacey Morgeson - yes	
Zach Gwinn	Martha Espino - 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 February. There was no discussion or questions about the written report.

Jessica didn’t have anything new to add.

Stuart spoke briefly on the spike in incident reports we have been experiencing recently, which is a natural consequence to our increased amount of patrons using the library.

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: HVAC Service Agreement

Discussion: Kori noted that he had looked into other options available and Johnson Controls seems to be our best option.

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

ACTION ITEM: Library Planning Study

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

ACTION ITEM: Budget for FY 23-24

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

ACTION ITEM: Salaries for FY 23-24

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

The Finance Committee’s next meeting will be held on Tuesday, April 18, at 3:45 p.m. Second Floor Conference Room

Policy Committee – Committee Chair, Stacey Morgeson had no action items to present.

The Policy Committee’s next meeting will be held on Tuesday, May 2, at 4:00 p.m. Second Floor Conference Room.

Building Committee – Committee Chair, Kori Bowers 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

Director’s Evaluation

Forms with addressed and stamped envelopes were handed out to each Board Member present. Sharda said she would pick hers up at the Circulation desk.

New Business

ACTION ITEM: Closed day for Staff Training

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

ITEM OF INFORMATION: Nominating Committee

There was a discussion of which Trustees would like to fill open Committee slots. Committee Members will be voted on next month as well as a proposal for the Policy and Building Committee meeting dates to switch to the first Tuesday of every other month rather than the second.

ITEM OF INFORMATION: Technology Plan

Each Trustee was given a copy of the Technology plan that Josh Pryle put together.

ITEM OF INFORMATION: Master Gardener Plan

Each Trustee was given a copy of the Garden Plan put together by the Master Gardeners.

There was no need for a closed session.

The board's next meeting will be held on Tuesday, April 18, 2023 4:00 p.m., Second Floor Conference Room and Zoom

There being no further business to come before the Board, Acting Vice President, Jane Andrews, adjourned the meeting at 4:51 p.m.

Mary Reik, Secretary