

DANVILLE PUBLIC LIBRARY  
EXECUTIVE COMMITTEE  
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee to order at 4:00 p.m., Tuesday, April 10, 2023, held at the Second Floor Meeting Room of the Danville Public Library.

Members Present

Jane Andrews  
Mark Denman  
Mary Reik

Members Absent

Others

Staff Present

Jennifer Hess/Exec Director  
Jessica Augustson/Assistant Director  
Ruey Sandusky/Admin Department

**Amend or Approve the Agenda:**

Jane made the motion to approve, Mary seconded, and the vote was unanimous.

**Approval of the Minutes, March 8 and April 7 meetings:**

There was one typo to correct on the April 7 minutes. The March 8 did not need corrections. Mary made the motion to approve March 8 and approve April 7 as amended, Jane seconded and the vote was unanimous.

**New Business**

• **Updates from Jennifer:**

- There was a leak in the 2<sup>nd</sup> Floor Conference Room. It has been fixed.
- Summer in the City meeting will be on April 20<sup>th</sup>. Events at the Library need to be more organized if we aren't in charge of them. The lawn was damaged by the petting zoo animals during the First Friday event. We won't put money into fixing it until we see what Jim Keller's proposal is.
- We are looking to break our E-rate contract with Comcast. They have still not completed their install a year after signing the contract. We haven't been able to use the E-rate because they haven't finished but we will be reimbursed once we are out of the contract.
- Jennifer had another phone meeting with Jim Keller. Everything is going well. He will be here next week and meet with the Board members April 19<sup>th</sup> at 5pm.
- There was a discussion of the high level of incidents in the Library recently. Ideas for how to make things as safe as possible were discussed.

• **Jennifer's Smart Goals for FY 23-24:**

- Smart Goals were tabled because the Committee was unaware they had a copy to review.

• **Ramp:**

- The Committee likes the idea and wants the Cyber Security insurance cost added to the Finance Agenda so they can submit it to the Board as an action item next meeting.

• **Boiler Replacement:**

- The Committee recommended adding it to the next Building Committee agenda for them to vote on.

- **DLF Grants:**

-Jennifer has given Peter the breakdown of how we will use the Grant money to take to his next board meeting.

- **Items to add to the Regular Meeting Agenda:**

-Add Jim Keller's meeting with the Board as an item of Information.

-Add Closed Session for the Board to discuss the tallied results of the Director Evaluations.

### **Old Business**

- **CEO Evaluation form:** There were some minor changes made to the directions but the form was not altered. The due date was changed to March 28<sup>th</sup> to give the Trustees a bit more time to complete and return the form. The Executive Committee would like Jennifer to fill out and return the Director's Goals portion by April 4<sup>th</sup> and they will meet in Closed Session April 7<sup>th</sup>, 2023 to compile the evaluations in the Garman Room from 10-11:30am.
- **Assign all Trustees to a Committee:** Discussion was had over which Trustees had expressed interest in certain committees. The Nominating Committee consists of Alice, Stacey and Martha. The Executive Committee asked Ruey to create a sheet with Committee Members, open seats and Dates of Meeting for FY 23/24 for the next Regular Board Meeting.

The Committee's next meeting will be held on Monday, May 8, 2023, 4:00 p.m., Second Floor Conference Room.

There being no further business to come before the Board, President Mark Denman adjourned the meeting at 4:33 p.m.