

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- April 2023

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:01 p.m., Tuesday, April 18, 2023, held at the second floor meeting room of the Danville Public Library. Martha Espino attended by Zoom so she did not vote. Kori arrived late and did not vote until Committee Reports.

<u>Members Present</u>	<u>Members Absent</u>	<u>Staff Present</u>
Jane Andrews		Jennifer Hess/Exec Director
Kori Bowers		Jessica Augustson/Assistant Director
Mark Denman		Reno Torres/Business Manager
Martha Espino (Zoom)	<u>Others</u>	Ruey Sandusky/Admin Department
Zach Gwinn	Bill Satterwhite, Emeritus	
Stacey Morgeson	Jason Antrim, Johnson Controls	
Sharda Pascal		
Alice Payne		
Mary Reik		

The Library Board reviewed the agenda, which was approved.

Jason from Johnson Controls was held up at a job and the board agreed to fit him in when he arrived.

Motion to approve the April agenda, 2023 as amended:

Zach Gwinn made the motion, Alice Payne seconded and it passed unanimously.

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

Secretary’s Report

There was a typo to be corrected.

Motion to approve the Secretary’s Report for January, 2023 as amended:

Jane Andrews made the motion, Stacey Morgeson seconded and it passed unanimously.

Treasurer’s Report and Invoices

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

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

Motion to approve the January, 2023 Invoices as presented:

Stacey Morgeson	Jane Andrews - yes	Stacey Morgeson - yes	Mary Reik - yes
Second by		Sharda Pascal - yes	
Sharda Pascal	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 still higher than before COVID restrictions were implemented again last month. Also, over 300 teens came through the Teen Zone in the month of March.

Alice asked where things were at with the Bookmobile project. Jennifer reported that we have removed the old wrap from the small van and put new decals on as well as installing a backup camera for safety. The large van that was donated to us by IHLS has been repaired and is working again. We are looking into whether we can adapt it to serve as the bookmobile or if we need to sell it and buy something different.

There was a discussion on how to address the need for more security in 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 1 action item to present:

ACTION ITEM: Cyber Security Insurance

Alice Payne	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, May 16, at 3:45 p.m. Second Floor Conference Room

Policy Committee – Committee Chair, Stacey Morgeson; The Policy Committee 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; The Building Committee had no action items to present. Kori gave a brief report from their last meeting.

The Building Committee’s next meeting will be held on Tuesday, June 6, at 4:00 p.m. Second Floor Conference Room

Old Business

New Business

- **Item of Information:** Board will meet with Jim Keller April 19 at 5pm.

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- **ACTION ITEM:** Change of Policy and Building Committee Dates

Stacey could not accommodate changing the July 4th meeting date to the 5th so it was moved to July 11. Someone else will take notes for that meeting since Ruey is unable to attend the second Tuesday.

Alice Payne made the motion, Zach Gwinn seconded and it passed unanimously.

- **ACTION ITEM:** Election of Officers

All current Officers agreed to retain their seats. Zach Gwinn agreed to be Vice President. Officers for FY 23-14: President: Mark Denman, Vice President: Zach Gwinn, Treasurer: Jane Andrews, Secretary: Mary Reik

Jane Andrews made the motion, Sharda Pascal seconded and it passed unanimously.

President Denman asked for a motion to enter Closed Session to discuss the results of the Director's Evaluation at 4:38pm. Alice Payne made the motion, Mary Reik seconded and it passed unanimously. President Denman asked for a motion to go back to Open Session at 4:53pm. Stacey Morgeson made the motion, Alice Payne seconded and it passed unanimously.

Jason Antrim made a presentation on what he does as the service tech for our heating and cooling maintenance agreement with them. He also explained what their boiler replacement bid would include and how it would upgrade our system. There were questions and discussion from the Board.

The board's next meeting will be held on Tuesday, May 16, 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 5:21 p.m.

Mary Reik, Secretary