

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- May 2023

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:02 p.m., Tuesday, May 16, 2023, held at the first floor meeting room of the Danville Public Library. The meeting was moved to the first floor because the elevator was not working.

Members Present

Jane Andrews
Kori Bowers
Mark Denman
Martha Espino
Zach Gwinn
Stacey Morgeson
Sharda Pascal
Alice Payne
Mary Reik

Members Absent

Others
Bill Satterwhite, Emeritus

Staff Present

Jennifer Hess/Exec Director
Reno Torres/Business Manager
Ruey Sandusky/Admin Department
Katie Anderson/Marketing

The Library Board reviewed the agenda, which was amended to change the Action Item: Service Agreements to an Item of Information and then approved.

Motion to approve the May agenda, 2023 as amended:
Jane Andrews made the motion, Alice Payne seconded and it passed unanimously.

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

Secretary’s Report

Motion to approve the Secretary’s Report for April, 2023 as presented:
Stacey Morgeson made the motion, Martha Espino seconded and it passed unanimously.

Treasurer’s Report and Invoices

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

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

Motion to approve the April, 2023 Invoices as presented:

Stacey Morgeson	Jane Andrews - yes	Zach Gwinn - yes	Alice Payne – yes
Second by	Kori Bowers - yes	Stacey Morgeson - yes	Mary Reik - yes
Martha Espino	Martha Espino - yes	Sharda Pascal – 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 April.

Jennifer reported that James Keller was here and will be back again in June to finish up talking with people. We had a really good turnout for Sweets in the Streets. Jennifer’s daughter

especially enjoyed the life-sized Candy Land and we are looking into doing a Halloween version of it again in October. Our Staff Day also went really well. We also have our 2 new bunnies, Wednesday and Brownie set up in the Children’s Department if anyone wants to meet them afterwards.

She asked Katie if she had anything to add and she reported that the marketing department is working on promoting Summer Reading at the moment. The library is also participating in the Amazing Race as one of the stops.

Mark asked if there was a door count for the month. Jennifer told him it would be under Josh’s part of the report. 7,801 for the month of April.

Jane stated that there have been several Hispanic families move in to Immanuel Residence and asked if it would be possible for Outreach to bring some books written in Spanish when they go there on their rounds. Jennifer said she would talk to Quinn about it.

Committee Reports

Finance Committee – Committee Chair Jane Andrews reported that the Finance Committee met immediately before the board meeting. The Finance Committee had 4 action item to present and 1 Item of Information. She explained that these are annual transactions that we need to approve at the beginning of each fiscal year.

ACTION ITEM: Transfer of Telecommunications Savings from General Fund to Building Fund

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

ACTION ITEM: Transfer of Meeting Room Revenues from General Fund to Building Fund

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

ACTION ITEM: Temporary Transfer of Funds from General to FICA and IMRF funds

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

ACTION ITEM: Transfer of Copier Revenues from General Fund to Building Fund

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

ITEM OF INFORMATION: Service Agreements

Jennifer explained to the board members why we are trying to change security companies. We

have been in contact with Johnson Controls and ADT. Jennifer presented the trustees with the information she had been given. Since we are not sure on the cost yet, the Finance Committee decided to not present it as an action item. ADT will come out and do a demonstration on their smart sensors and if we are interested, give us a quote on either just the sensors or a whole security package. We can add the sensors on and go with Johnson controls for the main security package.

The Finance Committee's next meeting will be held on Tuesday, June 20, 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, July 11, at 4:00 p.m. Second Floor Conference Room

Building Committee – Committee Chair, TBD; The Building Committee had no action items to present. Kori expressed that he did not feel confident in his position as chair but would like to remain on the committee. Mark said it was something we could address at the upcoming Building Committee 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

Closed Session:

In accordance with **5 Illinois Compiled Statutes 120/2(c)**, the board went into closed session at 4:27 p.m. to discuss personnel issues. The full board as well as Jennifer Hess were present. They returned to open session at 4:33 p.m.

The board's next meeting will be held on Tuesday, June 20, 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 4:33 p.m.

Mary Reik, Secretary