

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- June 2023

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:01 p.m., Tuesday, June 27, 2023, held at the second floor meeting room of the Danville Public Library.

Members Present

Kori Bowers (at 4:05pm)
Mark Denman
Martha Espino
Zach Gwinn
Stacey Morgeson
Alice Payne
Mary Reik

Members Absent

Jane Andrews
Sharda Pascal

Staff Present

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

Others

The Library Board reviewed the agenda, which was amended to add an item of information under old business, Microfilm Bid Approval, and then approved.

Motion to approve the June agenda, 2023 as amended:

Alice Payne made the motion, Martha Espino seconded and it passed unanimously.

Kori arrived during the Secretary's report and voted from that time forward.

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

Secretary's Report

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

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

Treasurer's Report and Invoices

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

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

Stacey Morgeson

Motion to approve the May 2023 Invoices as presented:

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

Alice Payne

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 May.

Jennifer reported that she has started working on the budget and IPLAR for the next fiscal year. The special events interns have started and they are working out very well. She also shared that the Library was awarded the Per Capita Grant for \$43,000. The elevator repair is complete as of today and working well. The buttons are backwards from what we are used to so there will be a learning curve for patron as we are not able to lock the staff side of the elevator like before. Mark interjected that Jennifer had showed him the improvements in the Book Store and he recommended the other trustees take a look. He also mentioned that the weed patch was is finally

down and looks much better. He is very pleased with the state of the grounds as a whole. Jennifer shared that when the Mayor was here for his meeting with Jim Keller, he remarked that the gardens looked very nice.

Committee Reports

Finance Committee – Committee Chair Jane Andrews reported that the Finance Committee met immediately before the board meeting. The Finance Committee had no action item to present.

The Finance Committee’s next meeting will be held on Tuesday, July 18, 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; During the last Building committee meeting, Zach Gwinn offered to step in as chair for the committee. Alice moved to accept Zach assuming Kori’s term as committee chair, Stacey seconded and it passed unanimously. Zach reported that they had a good meeting at the beginning of this month with good discussion about building projects that had been completed and ones still on the list. The Building Committee had no action items to present.

The Building Committee’s next meeting will be held on Tuesday, August 1, at 4:00 p.m. Second Floor Conference Room

Old Business

Item of Information: Boiler Update-Need Special Building Committee Meeting Scheduled

Jennifer reported that the company we asked for specs to create the RFP for the Boiler Replacement sent us a bid instead. Since that means we have 3 bids, should she try and get them to send specs instead or choose from the ones who have submitted? After discussion, the consensus was to verify with the city attorney that choosing from the bids was legal. It was also noted that some of the bids were out of date, so if the attorney says there is no legal issue; Jennifer will get updated, equivalent bids from all 3 for the board to choose from for the next board meeting. They did not see a reason to bring this before the Building Committee again before voting as it is time sensitive and needs to be done.

Item of Information: Security Company Update

Jennifer reported that we have just received the information we needed to consider the security company update. She distributed the information for everyone to look over and will bring an action item soon.

Item of Information: Microfilms Bid

Jennifer reported that we received one bid to digitize the microfilm. Ruey asked Pete if the Foundation Board needed to approve the bid or the Library and he said it was the Library Trustees decision. It will be added as an Action Item at the next board meeting.

New Business

Item of Information: Director's quarterly goal attainment report

Jennifer updated the strategic plan and director goals to reflect things that have been accomplished or modified. She has updated the Director's Report to reflect the stats the board would like to see. Jim Keller has been for his visit. We should have an update by the next Board Meeting. When Johnson gets back from vacation, he will be coordinating with District 118 to sign kids up for library cards during registration. Staff and Interns are working on the Stranger Things event and that is coming together nicely. Zach has also joined the team to plan and work the event. The interns are also working on Character Story times for the week leading up to First Friday next week. Stacey commented she visited the Teen Zone with her niece recently and was impressed with how the space was designed as well as how pleasant and helpful Sir James was. Jennifer let everyone know that Johnson, Kaileigh and Sir James did a lot of research of how to create the space and did all of the work themselves.

Closed Session:

In accordance with **5 Illinois Compiled Statutes 120/2(c)**, the board went into closed session at 4:33 p.m. to discuss personnel issues. Alice made the motion, Stacey seconded it and it passed unanimously. The full board as well as Jennifer Hess were present. Mary moved to returned to open session at 4:56 p.m, Alice seconded and the vote was unanimous.

The board's next meeting will be held on Tuesday, July 18, 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 4:56 p.m.

Mary Reik, Secretary