

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- July 2023

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 3:59 p.m., Tuesday, July 18, 2023, held at the second floor meeting room of the Danville Public Library.

Members Present

Jane Andrews  
Kori Bowers  
Mark Denman  
Zach Gwinn  
Stacey Morgeson  
Alice Payne  
Mary Reik

Members Absent

Martha Espino  
Sharda Pascal

Others

Bill Satterwhite

Staff Present

Jennifer Hess/Exec Director  
Johnson Flanagan/Director of Operations  
Reno Torres/Business Manager  
Ruey Sandusky/Admin Department

**The Library Board reviewed the agenda.**

Motion to approve the July agenda, 2023 as presented:

Jane Andrews made the motion, Mary Reik seconded and it passed unanimously.

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

Secretary's Report

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

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

Treasurer's Report and Invoices

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

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

Motion to approve the June 2023 Invoices as presented:

Alice Payne	Jane Andrews - yes	Stacey Morgeson - yes
Second by	Kori Bowers - yes	Alice Payne – yes
Stacey Morgeson	Zach Gwinn - yes	Mary Reik - 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 June.

About 300 people attended our first Friday Event, which kicked off our Summer Reading. Jim Keller submitted his notes from his visit and they are included in the packet. She and Johnson will be meeting with him over zoom next week to get more input on his ideas. Last month was very eventful. There was a gas leak in the building, then the power outage. Jessica resigned from her position of Assistant Director and Johnson accepted a promotion to Director of Operations. Jennifer and Johnson will be holding interviews for the Director of Community Relations position next week. Our door counts are still on the rise and so are our library card numbers. We have people going to District 118 registration tomorrow and the next day to offer cards to

students. We had story time leading up to the First Friday Luau and that went really well. It will be reported on more in the July Director's Report. Next month leading up to Stranger Things, we will have 80's themed character story times. Jennifer asked if any board members would be interested in volunteering at the Stranger Things event. Several members agreed to help out.

### **Committee Reports**

**Finance Committee** – Committee Chair Jane Andrews reported that the Finance Committee met immediately before the board meeting. The Finance Committee had one action item to present.

**ACTION ITEM: Microfilm Digitization Bid**

The Foundation has already agreed to pay for this service. Only one company bid for this job. The Committee recommends option c, which is to pay in full, and is the least expensive.

Motion to approve option c:

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

The Finance Committee's next meeting will be held on Tuesday, August 15, at 3:45 p.m. Second Floor Conference Room

**Policy Committee** – Committee Chair, Stacey Morgeson; The Policy Committee had seven action items to present.

- **ACTION ITEM: Policy 3210 Hours of Operation**

Recommendation to update the hours to reflect the current ones in use.

Mary Reik made the motion, Jane Andrews seconded and it passed unanimously.

- **ACTION ITEM: Policy 5133 Compensatory Time**

Recommend adding a policy for compensatory time rather than overtime pay in accordance with Illinois labor law. This would allow us to allow staff to work overtime during big events without overspending in payroll.

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

- **ACTION ITEM: Policy 5340 Vacation Leave**

Recommendation to remove part time employees from this policy, as they will need a paid time off policy of their own due to the law that goes into effect in January 2024.

Jane Andrews made the motion to approve, Alice Payne seconded and it passed unanimously.

- **ACTION ITEM: Policy 5344 Paid Time Off**

Recommendation to add a new paid time off policy for part time employees to be compliant with the Mandatory Time Off for All law that goes into effect January 2024. This policy exceeds the minimum requirements of the State law.

Zach Gwinn made the motion to approve, Mary Reik seconded and it passed unanimously.

- **ACTION ITEM: Policy 5410 Paid Holidays**

Recommendation to correct the paid holiday list and remove some outdated policy points. To make it fair for all employees, we would like to discontinue the half day policy. Now that we use ADP it will make things easier to manage if the floating holidays expire yearly rather than 30 days from issue.

Alice Payne made the motion to approve, Jane Andrews seconded and it passed unanimously.

- **ACTION ITEM:** Policy 5411 Emergency Closings

Recommendation to revise the emergency closing policy we already have and adds the staff payment protocol. We currently use this protocol for emergencies, but realized it was not in written policy.

Kori Bowers made the motion to approve, Mary Reik seconded and it passed unanimously.

- **ACTION ITEM:** Policy 5530 Staff Meetings

Recommend the addition of this policy for our Staff Training Days. This is the current working protocol we use but noticed it was not in written policy.

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

The Policy Committee’s next meeting will be held on Tuesday, September 5, at 4:00 p.m. Second Floor Conference Room

**Building Committee** – Committee Chair, Zach Gwinn; The Policy 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**

**ACTION ITEM:** Boiler Replacement

Three bids were considered for the boiler replacement and control panel upgrade. Stacey made the motion to accept option 3 (Johnson Controls) which was the least expensive, complete bid.

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

**New Business**

There was no need for a closed session.

The board’s next meeting will be held on Tuesday, August 15, 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 4:39 p.m.

**Mary Reik, Secretary**