

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- September 2023

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, September 19, 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
Sharda Pascal-zoom/did not vote
Alice Payne
Mary Reik
Martha Espino

Members Absent

Others

Bill Satterwhite

Staff Present

Jennifer Hess/Exec Director
Johnson Flanagan/Director of Operations
Brooke Kuchefski/Director of Community Relations
Reno Torres/Business Manager
Ruey Sandusky/Administration Coordinator

The Library Board reviewed the agenda.

Motion to approve the September agenda, 2023 as presented:

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

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

Secretary's Report

Motion to approve the Secretary's Report for August 2023 as presented.

Stacey Morgeson made the motion, Zach Gwinn seconded and it passed unanimously.

Treasurer's Report and Invoices

Treasurer's Report: Jane drew everyone's attention to the payment of \$16,000 from Cincinnati Insurance that was to pay for fixing our lighting that was damaged in the storm. She also drew attention to the microfilm digitization line that has been reimbursed in full by the Foundation.

Invoices: Jane drew everyone's attention to the last page of the gold papers to the charge of \$9,852.39 to Ramp. She explained that Ramp is a purchasing program that allows employees to request approval to purchase things using a credit card connected to them. The cards are mostly used to purchase things for the DLF Grant and the majority of that number will be reimbursed by the foundation. Also, on the first pink sheet check number 37270 is the final payment to Jim Keller. Utilities charge is higher than normal because we were billed for 2 months at once.

Motion to approve the August 2023 Treasurer's Report and invoices as presented by:

Alice Payne,	Jane Andrews - yes	Stacey Morgeson – yes	Mary Reik – yes
Seconded by	Kori Bowers - yes	Sharda Pascal – NA	Martha Espino - yes
Stacey Morgeson	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 August.

-The Stranger Things event went very well and we had about 600 more people than last year.

-Jim Keller will be meeting with the Foundation Board and the Library board in person September 27.

-Jennifer also reported that there had been some staffing changes. Brooke Kuchefski hired on as the new Director of Community Relations and Kelli Carlton is a new Library Assistant. Jessica Laffler resigned her part time position because she is taking some classes on top of her full-time job.

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-There was a brief discussion with Sharda who was present on Zoom about how things were progressing with the school district and getting library cards for the school children.

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 items to present.

The Finance Committee’s next meeting will be held on Tuesday, October 17, at 3:45 p.m. Second Floor Conference Room

Policy Committee – Committee Chair, Stacey Morgeson; The Policy Committee met September 5th and had four action items to present.

ACTION ITEM: Organizational Chart

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

ACTION ITEM: Policy XXXX Telecommuting Policy

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

ACTION ITEM: Policy XXXX Volunteer Policy

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

ACTION ITEM: Policy 5855 Corrective Action

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

The Policy Committee’s next meeting will be held on Tuesday, November 7, at 4:00 p.m. Garman Room

Building Committee – Committee Chair, Zach Gwinn; The Building Committee had no action items to present.

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

Old Business

New Business

- **ACTION ITEM:** Sunshine Committee

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

- **Strategic Plan and Director’s Quarterly Goals Update:**

Jennifer explained the reports on strategic plan and goal updates. There was a brief discussion.

There was no need for a closed session.

The board’s next meeting will be held on Tuesday, October 17, 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 4:51 p.m.

Mary Reik, Secretary