

DANVILLE PUBLIC LIBRARY  
EXECUTIVE COMMITTEE  
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee to order at 3:58 p.m., Wednesday, September 13, 2023, held at the Second Floor Meeting Room of the Danville Public Library.

<u>Members Present</u>	<u>Members Absent</u>	<u>Staff Present</u>
Jane Andrews		Jennifer Hess/Exec Director
Mark Denman	<u>Others</u>	Johnson Flanagan/Director of Operations
Zach Gwinn		Brooke Kuchefski/Director of Community Relations
Mary Reik		Ruey Sandusky/Administration Coordinator

**Amend or Approve the Agenda:**

Jane made the motion to approve as presented, Mary seconded, and the vote was unanimous.

**Approval of the Minutes:**

Mary made the motion to approve as presented, Zach seconded and the vote was unanimous.

**New Business**

**Updates from Jennifer:**

- Boiler 2 went out but our new boilers have come in so they should be replacing them next week.
- The receiving area renovation has been finished and it is nearly ready to be used as a patron entrance.

**Policy Updates:**

- Jennifer explained the proposed changes in Policy 5130 Working Hours, Policy 5135 Meal Periods/Breaks, Policy 5215 Employee Classifications and Policy 5340 Vacation leave that were tabled at the last policy meeting for the Executive Committee to discuss before it went to the board. She explained that we have it in the budget to cover the increase in hours for the rest of the year and have budgeted for it next year. It will help with scheduling and with the comp time policy that was recently passed, especially during big events. Adding the 30 min paid lunch means that the employees will still be at the library for the same amount of hours each day. Classifications would need to be changed so that the comp policy will work correctly for all full time employees and vacation will need to be adjusted for the 40 hour workweek. Mark suggested that if we increase to 40 hours per week we might also increase the hours the library is open. Jennifer said she would look into if it would be possible to staff more hours. Jennifer explained that it would be helpful to have this policy brought before the board for approval before Potterfest the first Friday in November. Everyone agreed that all 4 policies should be presented for the vote at the next board meeting.
- Jennifer explained the Sunshine Committee policy would replace the Staff Association we have at the moment which according to the city attorney, HR Source and Annie Monyok, our HR consultant, advised against the Staff Association as it currently stood. The Sunshine Committee

keeps all the good qualities of the Staff Association and removes the parts that are not good legal practice. The Executive Committee were in favor of bringing this policy before the whole board at the next meeting as well.

**Items to add to the Regular Meeting Agenda:**

Director's Goals Update

**Item of Information:**

Mark wanted the committee to know that the Library Foundation has a few new members and the president, Terry Cummings invited our board to a breakfast at Rich's October 3 at 8am. He will send an email invitation later.

**Old Business**

At 4:24 Zach moves to enter into closed session to discuss personnel, Mary seconded and the motion carried. Jennifer and Johnson were present as well as the committee members. At 4:40 Jane moved to enter open session, Zach seconded and the motion carried.

The Committee's next meeting will be held on Monday, October 9, 2023, 4:00 p.m., Second Floor Conference Room.

There being no further business to come before the Committee, President Mark Denman adjourned the meeting at 4:40 p.m.