

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- November 2023

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, November 21, 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
Mary Reik
Martha Espino

Members Absent

Sharda Pascal
Alice Payne

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.

The dates for the Finance and policy Committees were not correct.

Motion to approve the November agenda, 2023 as amended:

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

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

Secretary's Report

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

Jane Andrews made the motion, Stacey Morgeson seconded and it passed unanimously

Treasurer's Report and Invoices

Treasurer's Report: The board had no questions or concerns.

Invoices: The board had no questions or concerns.

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

Stacey Morgeson made the motion, Martha Espino seconded and it passed unanimously

Motion to approve the September 2023 invoices as presented by:

Kori Bowers,	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 - NA	

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

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

Motion to approve the October 2023 invoices as presented by:

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

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 November.

Jennifer went over her written report. She also added that Josh has found out from our ERATE consultant that we are allotted \$130,000 to spend on upgrading network equipment this year and another \$200,000 next year. He is going to start by upgrading our cabling. This will increase our internet speed.

Johnson met with D118 and we are getting closer to getting all of the kids library cards. He is hoping the project will be complete by the end of January. There are also plans in the works to bring classes to the library on a field trip in February.

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Brooke gave an update on the library's float for the Parade of Lights. It will be a giant red wagon full of books representing the wagon train of the little red wagons that transported the books from the old building to this one.

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 items to present.

ACTION ITEM: Main Entry Door Revisions

Motion to approve the bid to modify the fire doors in the west entry area:

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

The Finance Committee's next meeting will be held on Tuesday, December 19, 2023, at 3:45 p.m. Second Floor Conference Room

Policy Committee – Committee Chair, Stacey Morgeson; The Policy Committee met November 9 and had one action item to present but it was not added to the agenda. It will be presented next month.

The Policy Committee's next meeting will be held on Tuesday, January 2, 2024, at 4:00 p.m. in the 2nd Floor Conference Room.

Building Committee – Committee Chair, Zach Gwinn; The Building Committee had no action items to present. Zach presented some information about the Master Gardeners' future plans and touched on the door action item presented by the finance committee.

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

Standards for Illinois Libraries Review

Jennifer went over the Government and Administration core standards that she reviewed as well as the Building and Infrastructure core standards Ruey and Dawn reviewed.

OMA Guide

Ruey handed out a condensed OMA rules sheet for the board to review and went over several areas we need to update our procedures.

ACTION ITEM: Change Holiday closure date

Motion to change the closure date for Christmas Eve from December 23 to December 26.

Zach Gwinn made the motion, Jane Andrews seconded and it passed unanimously

There was no need for a closed session.

The board's next meeting will be held on Tuesday, January 19, 2024, 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 4:43 p.m.

Mary Reik, Secretary