

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- December 19, 2023

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, December 19, 2023, held at the second floor meeting room of the Danville Public Library.

Members Present

Kori Bowers
Mark Denman
Martha Espino
Zach Gwinn
Stacey Morgeson
Sharda Pascal
Alice Payne
Mary Reik

Members Absent

Jane Andrews

Others

Bill Satterwhite
Jim Kouzmanoff

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 December agenda, 2023 as presented:

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

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

Secretary's Report

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

Zach Gwinn made the motion, Martha Espino 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 November 2023 Treasurer's Report as presented:

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

Motion to approve the November 2023 invoices as presented by:

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

Jennifer highlighted some of the items in her written report. There were no questions from the board.

Committee Reports

Finance Committee – Committee Chair Jane Andrews was not present. President Mark Denman 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, January 16, 2024, at 3:45 p.m. Second Floor Conference Room

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Policy Committee – Committee Chair, Stacey Morgeson; The Policy Committee had one action item to present.

ACTION ITEM: Policy 3410 Meeting Rooms

RECOMMENDATION: The Danville Public Library Board approves revising Code 3410 and adding Codes 3411 and 3412, which will allow more usage of the rooms for various community groups.

Jennifer explained the changes and their reasoning. There was one line that needed to be removed that was missed in the edit.

Motion to approve the changes to Policy 3410 as amended:

Alice Payne made the motion, Mary Reik seconded and it passed unanimously.

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.

The Building Committee's next meeting will be held on Tuesday, February 6, at 4:00 p.m. Second Floor Conference Room.

Old Business

New Business

Review of Standards for Per Capita

Chapters 7-9 were evaluated by Johnson and Courtney. Johnson reported that there one item in each chapter to be worked on and explained how he planned to improve them. The Technology checklist was mostly completed by Josh. There was one item that needed to be work on in that area as well and there is a plan to address that as well.

Director's Quarterly Review of Goals

Jennifer updated the board on the progress of her goals. There were no questions from the board.

Strategic Plan

Jennifer updated the board on the strategic plan. There were no questions from the board.

At 4:38 pm Zach Gwin moved to enter closed session to discuss personnel matters. Alice Payne seconded and it passed unanimously. At 4:58 pm Mary Reik moved to enter open session, Alice Payne seconded and it passed unanimously.

The board's next meeting will be held on Tuesday, January 16, 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 4:58 p.m.

Mary Reik, Secretary