

DANVILLE PUBLIC LIBRARY
EXECUTIVE COMMITTEE
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee to order at 4:03 p.m., Monday, October 9, 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>
Mark Denman		Jennifer Hess/Exec Director
Jane Andrews (zoom)	<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:

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

Approval of the Minutes:

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

New Business

Updates from Jennifer:

-There was a vandalism issue last week involving a patron throwing away library books on the property without checking them out. The person was caught on camera, and we are looking into it. We will send a warning letter if we can discover the identity.

-On Saturday a patron approached one of our employees and informed them she recognized a registered sex offender in the library. Jennifer would like to put a policy that limits the areas a registered sex offender can be in the library together for the policy committee to look at after she has run it past the city attorney.

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 discussed at the last executive meeting. She explained that the policies have not changed since the last time they were viewed but there is an addition of an email from HR source saying that we are within the law to offer the paid 30 minute lunch that counts towards hours worked and that as a public body we are allowed to offer compensation at 1.5 rate in lieu of overtime. Mark thanked everyone for their research. Discussion of 37.5 vs 40 hour workweek ensued. Jennifer suggested tabling until she could research the policies.

Per Capita Grant

Jennifer presented the schedule to review the Per Capita grant and who was in charge of which area. She reviewed the Core Standards, Governance and Administration checklist and personnel checklist. She went over a couple highlighted areas before it is brought to the full board meeting.

Open Meetings Act:

Jennifer provided a condensed OMA guide and several areas we are not doing correctly were pointed out. Mark suggested we correct them going forward now that we are aware.

Equitable Salary Scale:

Johnson presented his research into our salary comparisons and what the appropriate wage gaps between job descriptions should be. Mark agreed that our salaries are too low, and we do need to address that. He also suggested Johnson compare our salaries to Bloomington Normal Public Libraries since their teachers make about the same as Danville's. He would like a spreadsheet of all employees, what they do, current salary and proposed salary so the board can make a fully informed decision. Johnson said he would do those things and report back.

(Johnson left the meeting after this.)

Items to add to the Regular Meeting Agenda:

Old Business

At 5:04 Zach moves to enter into closed session to discuss personnel, Mary seconded and the motion carried. Jennifer, Brooke and Ruey were present as well as the committee members. At 5:11 Mary moved to enter open session, Zach seconded and the motion carried.

The Committee's next meeting will be held on Monday, November 13, 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 5:11 p.m.