

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- January 16, 2024

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, January 16, 2024, held at the second floor meeting room of the Danville Public Library.

Members Present

Kori Bowers

Mark Denman

Martha Espino

Zach Gwinn

Stacey Morgeson

Alice Payne

Mary Reik

Members Absent

Jane Andrews

Sharda Pascal

Others

Bill Satterwhite

Staff Present

Jennifer Hess/Exec Director

Johnson Flanagan/Director of Operations

Brooke Kuchefski/Director of Community Relations

Reno Torres/Business Manager

Lisa Abdelghani/Children's Manager

The Library Board reviewed the agenda.

Motion to approve the January agenda, 2024 as presented:

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

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

Secretary's Report -Mary Reik

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

Zach Gwinn made the motion, Martha Espino seconded and it passed unanimously

Treasurer's Report and Invoices – Mark Denman

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

Invoices: There were a few questions and discussion but the Board voiced no concerns.

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

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

Motion to approve the December 2023 invoices as presented by:

Zach Gwinn,	Jane Andrews - NA	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 December.

Jennifer highlighted some of the items in her written report. She asked for Johnson and Brooke to add anything she might have missed. Johnson expanded on library card numbers section in the 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, February 20, 2024, at 3:45 p.m. Second Floor Conference Room

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Policy Committee – Committee Chair, Stacey Morgeson; The Policy Committee did not meet in January and had no action items to present.

The Policy Committee's next meeting will be held on Tuesday, March 5, at 4:00 p.m. Second 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

Review of Standards for Per Capita

Chapters 10, 11 and 13 were reported on by Jennifer Hess and Lisa Abdelghani. There were several points that need to be addressed, but there is a plan in place to become compliant to the standards.

New Business

ACTION ITEM: Policy and Committee Changes

Jennifer proposed some changes that would streamline the board structure without limiting their involvement in the endeavor to respect and protect the board members' time as well as the time of her staff. The Committees would not be removed but would be used as needed instead of being standing committees. The Executive Committee would serve as the chairs for each Committee, President-Executive, Vice President-Building and Technology, Treasurer-Finance and Secretary-Policy. Any small business will run through Executive as needed before being presented to the full board.

Stacey Morgeson made the motion to approve the changes as presented, Zach Gwinn seconded and it passed unanimously.

Salary Presentation

Johnson went over a proposed salary equity plan that he previously presented to the Executive Committee. There were questions and discussion, but no action will take place until Jennifer has met with the Mayor to talk to him about it.

ITEM OF INFORMATION: Library Renovation Concept Design

Jennifer reported that a consultant from Farnsworth had come out to view the building and take pictures. He has since given her a report detailing the next steps for the renovation. She has forwarded the quote to the Foundation for approval.

At 5:04 pm Mary Reik moved to enter closed session to discuss personnel matters. Alice Payne seconded and it passed unanimously. In addition to the Board members, Johnson Flanagan and Jennifer Hess remained for the closed session. At 5:12 pm Zach Gwinn moved to enter open session, Stacey Morgeson seconded and it passed unanimously.

The board's next meeting will be held on Tuesday, February 20, 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 5:12 p.m.

Mary Reik, Secretary