

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- February 20 2024

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, February 20, 2024, held at the second floor meeting room of the Danville Public Library.

Members Present

Kori Bowers
Mark Denman
Zach Gwinn
Stacey Morgeson
Alice Payne
Mary Reik

Members Absent

Jane Andrews
Sharda Pascal
Martha Espino

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

Moment of silence

President Mark Denman requested a moment of silence to honor the passing of Bob Jones, a previous mayor of Danville and an avid supporter of the library. Bill Satterwhite said a few words in remembrance after the moment of silence.

The Library Board reviewed the agenda.

Motion to approve the February agenda, 2024 as presented:

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

The Policy Committee reviewed its meeting minute from November, the Building Committee reviewed its meeting minutes from December and the Finance Committee reviewed its minutes from January, which were approved. Then the Library Board reviewed the Secretary's report and the Treasurer's report for January, which were approved:

Policy Committee Meeting Minutes from November 2023 – Stacey Morgeson

Mary Reik made the motion to approve as presented, Alice Payne seconded and it passed unanimously

Building Committee Minutes from December 2023 – Zach Gwinn

Kory Bowers made the motion to approve as presented, Alice Payne seconded and it passed unanimously

Finance Committee Meeting Minutes from January 2024 – Mark Denman

Zach Gwinn made the motion to approve as presented, Mary Reik seconded and it passed unanimously

Secretary's Report - Mary Reik

Motion to approve the Secretary's Report for January 2024 as presented by Zach Gwinn, Alice Payne 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 January 2024 Treasurer's Report as presented by:

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

Motion to approve the January 2024 invoices as presented by:

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

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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 January.

Jennifer reported that she has hired Cory Kyger as a full time Maintenance Coordinator and brought on two of our interns part time to cover some hours our regular full time staff are using to work on the Keepsake Collections special project. She plans to launch the Keepsake Collection in April for National Library Month. She also highlighted some of the items in her written report. She asked for Johnson and Brooke to add anything. Johnson had an example of the library cards for the school district children. The design was created by Rachael Anderson, one of our employees. He said the whole staff has been working to get names on the 5,000 new library cards so they can be sent to the schools. Brooke reported that she has been working on the Twilight Event happening the first of March.

Committee Reports

Executive Committee –President Mark Denman reported that the. The Executive Committee had no action items to present.

The Executive Committee’s next meeting will be held on Monday, March 11, 2024, at 4:00 p.m. Second Floor Conference Room

Old Business

Strategic Plan/Director Goal Update

Jennifer went over the written report. There were no questions.

New Business

Review of Diagram/Renovation Update

Jennifer explained the most recent and probably final diagram for the renovation. There were a few questions and discussion but no concerns from the Board.

Vehicle and trailer purchase

Jennifer informed the board that the big van that was donated to us from IHLS is not working and will probably be an expensive fix. She would like to sell it and purchase a truck and trailer. The truck would be more functional for our needs and the trailer would not only be helpful for hauling things but also good to have for the parade floats. The truck could also haul a bookmobile trailer if we found one to purchase.

There was no need for a closed session.

The board’s next meeting will be held on Tuesday, March 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 5:04 p.m.

Mary Reik, Secretary