

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- March 19, 2024

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Tuesday, March 19, 2024, held at the second floor meeting room of the Danville Public Library.

Members Present: Jane Andrews (Treasurer), Kori Bowers, Mark Denman (President), Zach Gwinn (Vice President), Sharda Pascal, Stacey Morgeson, Alice Payne, Mary Reik (Secretary)

Members Absent: Martha Espino

Others:

Staff Present: Jennifer Hess (Exec. Director), Johnson Flanagan (Director of Operations), Brooke Kuchefski (Director of Community Relations), Reno Torres (Business Manager), Ruey Sandusky (Admin. Coordinator)

The Library Board reviewed the agenda.

Motion to approve the agenda, 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, which were approved:

Secretary's Report - Mary Reik

Motion to approve the Secretary's Report for the previous month as presented by Stacey Morgeson, Zach Gwinn seconded and it passed unanimously.

Treasurer's Report and Invoices – Jane Andrews

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

Invoices: The board had no questions or concerns.

Motion to approve the Treasurer's Report for the previous month as presented by:

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

Motion to approve the invoices from the previous month as presented by:

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

Director and Personnel Reports – Included with the Director's Report are highlights of the monthly reports submitted by the department managers on the activity of their departments in the previous month. Jennifer reported that Dawn Crisp no longer works at the library. Cory Kyger was hired as full-time Maintenance Coordinator and she has a temporary, part-time janitor hired through Express Employment for custodial work. If he continues to work out well, she will look into hiring him as a permanent employee. Jennifer also let the board know that Lisa decided to retire by the end of the month. Johnson reported on the status of the library cards for students. The district 118 cards are all in the system. We have 10,377 cards which is a 17.2% increase and 35.53% of the population. The students are starting to use their new cards and are very excited. Brooke gave a brief synopsis on the community events she is planning and marketing.

Committee Reports

Executive Committee –Mark Denman reported that the Executive Committee met and action items to present are on the agenda. Mark also drew attention to the Director's Evaluation that was handed out. It needs to be completed and mailed to him in the provided envelope as soon as possible. Mark gave some background on how the library's salaries are below libraries of similar size and that Jennifer and her team had been working

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on how to address that. Many places are needing to make or have already made salary adjustments including the city. The Executive Committee will go over Jennifer's recommendations at their next meeting and have something to present to the board next month. The Executive Committee along with Jennifer and Johnson had a meeting with the mayor where he expressed his concern over the physical state of the library. Jennifer asked for specifics so he did an inspection and emailed her a list of problem areas to be addressed. Most items have been corrected. The ones that haven't Jennifer is getting bids for. If the cost is above the threshold, she will present the bids to the board for a vote. She has responded to the mayor's email with all the information he requested and an update on the improvements to be made. Mark suggested at the next meeting Jennifer provide the mayor's list and notes on where we are in the process on each.

The Executive Committee's next meeting will be held on Monday, April 8, 2024, at 4:00 p.m. Second Floor Conference Room

Old Business

Strategic Plan/Director Goal Update

Jennifer reported on the items on the strategic plan that have been completed and the goals for the year to help the trustees complete the Director's Evaluation.

Vehicle and Trailer Purchase

As an Item of Information, Jennifer asked the board their opinion on using the excess interest earned this year to purchase a new vehicle and trailer. If they like the idea she will get quotes to bring an action item. Everyone was in favor of her pursuing pricing.

ACTION ITEM: Farnsworth Proposal

Since we have a previous relationship with Farnsworth, we do not need to put it out for bids. The Foundation has not voted to cover the cost yet. The board felt comfortable approving with the caveat that the Foundation agrees to pay for it.

Motion to approve the action item as amended by:

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

New Business

ACTION ITEM: Meeting Room Policy

Motion to approve the Meeting Room Policy changes as presented by Zach Gwinn, Stacey Morgeson seconded and it passed unanimously. **(Kori left the meeting at this point.)**

ACTION ITEM: Change in Procedure for Financials

Recommendation to include the whole previous month of invoices as well as a partial from the current month.

Motion to approve the action item as presented by Mary Reik, Jane Andrews seconded and it passed unanimously.

ACTION ITEM: Non-Resident Fee

Motion to approve the action item as presented by Alice Payne, Sharda Pascal seconded and it passed unanimously.

ACTION ITEM: Technology Equipment

Recommendation to use money allotted for technology in the building fund to purchase the new paron and staff computers we need before the Windows update.

Motion to approve the action item presented by:

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

ACTION ITEM: Schedule for Board Meetings FY 24-25

The board was presented with the option of the third Monday or the third Tuesday of the month for regular meeting dates. The list of officers and committees on the page was also discussed. Mark asked if everyone was happy with keeping them the same. No one had any comments or concerns.

Motion to approve keeping Executive Committee on the second Monday, change the board meetings to the third Monday of the month and approval of officers and committees by Sharda Pascal, Stacey Morgeson seconded and it passed unanimously.

ACTION ITEM: Change in Operating Hours FY 24-25

Recommendation to return to the number of open hours before COVID on April 29 but adjust them one hour earlier. 8-7 M-Th, 8-4:30 F-Sat.

Motion to approve the action item as presented by Alice Payne, Zach Gwinn seconded and it passed unanimously

ACTION ITEM: FY 24-25 Budget

Jennifer explained any changes in budget lines.

Motion to approve the budget as presented by:

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

There was no need for a closed session.

The board’s next meeting will be held on Tuesday, April 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 5:12 p.m.

Mary Reik, Secretary