

## DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- April 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, April 16, 2024, held at the second floor meeting room of the Danville Public Library.

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

**Members Absent:** 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), Ruey Sandusky (Admin. Coordinator)

### **The Library Board reviewed the agenda.**

Mark suggested moving the Director's evaluation to closed session and the Classification & Pay Scale down to the end with Wages increases.

Motion to approve the agenda, as amended:

Jane Andrews made the motion, Alice Payne seconded, and it passed unanimously. ~~(00)~~

### **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 Alice Payne, 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:

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

There was a typo in the invoices to be corrected.

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

Mary Reik,	Jane Andrews - yes	Stacey Morgeson – yes	Mary Reik – yes
Seconded by	Kori Bowers - yes	Sharda Pascal – N/A	Martha Espino – yes
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 highlighted some items in her written report including the Twilight Event and the clock dedication which was featured in the Commercial-News. She pointed out that the door counts are the highest they have been this year. She also went over some of the building repairs. Dale has been hired as a part time custodian. Lisa has retired and Josh resigned but their positions have been filled. Johnson reported that he is working with district 118 to get a field trip to the library set up for next year. Brooke reported that the Twilight Event went well and she has had a lot of positive feedback from people in the community about how much they love the library.

### **Committee Reports**

**Executive Committee** –Mark Denman reported that the Executive Committee met and the action items to present are on the agenda. He briefly went over the topics of the meeting stating that much discussion was had on the wage increase action item.

The Committee's next meeting will be Monday, May 13, 2024 at 4:00 pm in the 2<sup>nd</sup> Floor Conference Room.

**Old Business**

**Item of Information: Building Update**

Jennifer shared the capital improvements list she created in 2021 when there was possible funding from the state that never came to fruition. Most of the items have been crossed off the list or will be addressed in the renovation plan. She went over the list line by line and asked for questions.

**Item of Information: Farnsworth Proposal**

The Foundation has agreed to pay for the Farnsworth Study. Jennifer signed the contract and Scott will come for a walk through on April 25<sup>th</sup> and again on May 16<sup>th</sup> with Jim. Final concept is projected to be completed by August 20<sup>th</sup>. The Foundation will be working on Fundraising for the project.

**New Business**

**ACTION ITEM: Officers for FY 2024-2025**

This was tabled until the next meeting. Alice will head the nominating committee and will be contacting board members to see if they would like to serve as officers.

**Update Board Members Contact Information:**

The Trustees are to let Ruey know if their information is incorrect.

**ACTION ITEM: Change in Financial Report and Budget Layout**

Ruey presented the changes to the organization of the Treasurer’s Report and the reasoning. She also explained that the order of the budget needs to match the report so they would need to approve the change in layout. No budget amounts had been altered. The trustees discussed the changes and liked them. Motion to approve the action item as presented by Jane Andrews, Stacey Morgeson seconded and it passed unanimously.

**ACTION ITEM: Permission to use Accounts Receivable for the Foundation**

Ruey explained how using an accounts Receivable would help out accounting process.

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

**ACTION ITEM: Classification and Pay Scale for 2024-2025**

Recommendation to increase base pay to \$17.00/hour and implement a steps system for raises.

Motion to approve the action item presented by:

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

**ACTION ITEM: Wages Increase for FY2024-2025**

Option A to move all employees to their proper step on the approved salary band or a 3% raise, whichever is greater. Option B flat 6% increase for everyone.

After much discussion, Mark recommended approving Option A with the stipulation that the three directors receive half their wage adjustment in May 2024 and the other half May 2025. The rest of the staff would get their full adjustment in May 2024. Mary said she had thought of the same compromise Mark suggested as well and thought it was a more conservative way to proceed. Stacey Morgeson stated that since the full proposal amount did not exceed the amount the board passed for salaries in the budget last month that the directors should receive their full wage adjustment this May just like the rest of the staff. Zach Gwinn said he agreed with Stacey but caveated that he is not an expert in finance.

Motion to approve the wage adjustment reflected in the approved salary steps or a 3% wage increase, whichever is more starting May 1, 2024, with the stipulation that the Executive Director, Director of

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Operations and Director of Community Relations receive half their wage adjustment amount starting May 1, 2024 and the other half starting May 1, 2025.

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

Mark stated that the board needs to take a stand for the library staff. He was happy that all staff will be equitably compensated within two years.

At 5:48 pm Alice Payne moved to enter closed session to discuss the Executive Director’s evaluation. Zach Gwin seconded and it passed unanimously.

All trustees in attendance were present as well as the Executive Director.

At 6:08 pm Mary moved to leave the closed session. Alice Payne seconded and it passed unanimously.

The board’s next meeting will be held on Tuesday, May 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 6:08 p.m.

**Mary Reik, Secretary**