

DANVILLE PUBLIC LIBRARY
EXECUTIVE COMMITTEE
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee at 3:00 p.m., Thursday, April 4, 2024, 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
Mary Reik		Johnson Flanagan/Director of Operations
Zach Gwinn	<u>Others</u>	Brooke Kuchefski/Director of Community Relations
Jane Andrews		Ruey Sandusky/Administration Coordinator

Amend or Approve the Agenda:

The Time Off Request Policy was not ready to be presented and Jennifer asked to remove it. Mary made the motion to approve as amended, Jane 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:

Jennifer reported that Lisa retired. Jennifer promoted Connie and hired Brittney Zeigler to share the responsibility of programming and materials management, but Johnson will be in charge of all personnel matters in the Children's Department. Josh gave notice and she has already found his replacement, Ryan Carlton. Tomorrow is Josh's last day, so he is currently giving Ryan a brief overview.

Since we are getting tight on our DLF Grant allotment, she has pushed the Keepsake Collection launch back and will be focusing on Taylor Swift night and prepping for Summer Reading. Building-wise Cory has been able to take care of most of the items from the mayor's list. Jake Rushin has started the painting projects. The giving tree has been taken down.

Items to add to the Regular Meeting Agenda:

- The mayor's email and Jennifer's response to each
- Slate of Officers

ACTION ITEM: Salary Bands

The action item was presented but the committee decided to discuss it with the wages increase action item later in the meeting.

ACTION ITEM: Change in Financial Report and Budget Layout

Ruey explained the changed to the format of the Treasurer's Report. The committee liked the organization of it, especially all the revenue in one place, and the addition of the reserve fund

amounts. They discussed how much detail they would like to see in the report. Jane suggested bolding the main accounts all the way across.

Jane made the motion to send to the full board, Zach seconded, and the vote was unanimous.

ACTION ITEM: Permission to use Accounts Receivable for the Foundation

There was a brief discussion after the presentation.

Mary made the motion to send to the full board, Jane seconded, and the vote was unanimous.

ACTION ITEM: Wages Increase for FY 2024-2025

Jennifer presented three options for wage increases, with option A being recommended.

There was a lengthy discussion with all committee members and staff.

Jane made a motion to recommend the salary bands to the full board, Zach seconded and it passed unanimously.

Since something needs to be decided in the April meeting, Zach made a motion to recommend the option A wage increase to the full board and present option C as well in case there was strong opposition to option A. Mary seconded Zach's motion. Roll: Jane – yes, Mary – yes, Zach – yes.

Old Business

There was no Old Business to discuss.

Mary moved to enter closed session at 4:34 pm to discuss the Director's evaluation, Zach seconded, and it passed unanimously. At 4:50 pm Jane moved to adjourn to open session, Zach seconded, and it passed unanimously.

The Committee's next meeting will be held on Monday, May 13, 2024, 4:00 pm, Second Floor Conference Room.

There being no further business to come before the Committee, President Mark Denman adjourned the meeting at 4:51 pm