

DANVILLE PUBLIC LIBRARY
EXECUTIVE COMMITTEE
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee at 4:00 p.m., Monday, May 13, 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>	Ruey Sandusky/Administration Coordinator
Jane Andrews		

Amend or Approve the Agenda:

Jane made the motion to approve as presented, Zach seconded, and the vote was unanimous.

Approval of the Minutes:

Zach made the motion to approve as presented, Jane seconded, and the vote was unanimous.

New Business

Updates from Jennifer:

The stage area is becoming an issue. People are loitering, sleeping and causing damage. Lee Bridgeman has been contracted to fix the broken masonry for about \$500. She has taken steps to discourage use of the stage. The electricity has been shut off to the receptacles, Ryan has turned off the Wi-Fi during non-library hours and Cory is installing battery operated motion detecting lights on the stage. If these steps don't work, she may have to talk to the Hegler Foundation about modifying the structure. She would also like to add a Rules of Conduct policy for staff to be able to have something written to refer to when dealing with patron conduct issues. She included the Normal Public Library's Rules of Conduct policy for an example. Jennifer also updated the committee that Nick and Jessica Hackman turned in notice and she has already posted a full-time position to fill their two part time ones.

Items to add to the Regular Meeting Agenda:

- Jennifer added the annual fund transfer action items.
- Update on the renovation as part of Jennifer's Director Report

Officers for FY 2024-2025

The committee was in favor of presenting the nominating committee's recommendation as an action item at the next meeting.

Designation if IL Funds

The committee discussed the amount of accumulated funds and which capital projects needed what amount of reserve allotted to them. They agreed on a list to present to the board as an action item changing the list of reserve items in the board bylaws, code 1623.

Truck & Trailer Purchase

Jennifer got a quote from Courtesy Ford. She requested to present the purchase to the full board for approval. The committee agreed to present an action item to the board at the next meeting.

Board Bylaw Policy Changes

Ruey presented policies with updates to outdated information as well as some highlighted wording she had questions about changing. The committee discussed the highlighted areas and gave input on if and how to change them. They tabled discussing sending them to the full board until they could be edited and presented at the next executive committee meeting.

Old Business

There was no Old Business to discuss.

There was no need for a closed session.

The Committee's next meeting will be held on Monday, June 10, 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 5:05 pm