

# DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- May 20, 2024

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

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

**Members Absent:** Jane Andrews (Treasurer), Sharda Pascal

**Others:** Bill Satterwhite, Patrick Halloran

**Staff Present:** Jennifer Hess (Exec. Director), Johnson Flanagan (Director of Operations), 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, Martha Espino 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

Mary noted the date for the next meeting recorded in the minutes was incorrect and needed to be changed.

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

### Treasurer’s Report and Invoices – Reno Torres

**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, Mary Reik seconded, and it passed unanimously.

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

Stacey Morgeson,	Jane Andrews – N/A	Stacey Morgeson – yes	Mary Reik – yes
Seconded by	Kori Bowers - yes	Sharda Pascal – N/A	Martha Espino – yes
Martha Espino	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 on some of the changes in layout and updated to the building over the last month. More of the painting has been done, the sidewalk has been power washed and we have purchased a riding lawn mower. The microfilm digitization has been completed, but the archives department has found multiple errors, missing pages as well as the quality of the image not being good. Jennifer will be contacting the company to try and sort out correcting the mistakes. She and Johnson have been working on codes of conduct, personnel policy and scheduling software. Brittney Zeigler was hired as Children’s Specialist, Connie was promoted to Children’s Specialist and Ryan Carlton was hires as our Technology Manager. She went over statistics in her written report.

## **Committee Reports**

**Executive Committee** –Mark Denman reported that the Executive Committee met and the action items to present are on the agenda.

The Committee’s next meeting will be Monday, June 10, 2024 at 4:00 pm in the 2<sup>nd</sup> Floor Conference Room.

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**Old Business**

**New Business**

**ACTION ITEM: Temporary Transfer of Funds**

Motion to approve the Action Item by:

Zach Gwinn,	Jane Andrews – N/A	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: Transfer of Copier Revenues**

Motion to approve the Action Item by:

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

**ACTION ITEM: Transfer of Meeting Room Revenues**

Motion to approve the Action Item by:

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

**ACTION ITEM: Transfer of Telecommunications Savings**

Motion to approve the Action Item by:

Zach Gwinn,	Jane Andrews – N/A	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: Officers for FY 2024-2025**

Alice Payne, Chair of the Nominating Committee, presented the recommendation to keep the same executive officers from the previous year. There were no nominations from the floor.

Motion to approve the slate of officers for FY 2024-2025 by Alice Payne, Martha Espino seconded, and it passed unanimously.

**ACTION ITEM: Board Bylaw, Code 1623, Special Reserves**

The board was presented with a recommendation of reserve funds for upcoming capital expenses and amounts for each fund. They were also presented with the current bylaw with changes noted.

Motion to approve the changes to Board Bylaw Code 1623, Special Reserves by Mary Reik, Alice Payne seconded, and it passed unanimously.

**ACTION ITEM: Purchase of Truck**

The board was presented with a recommendation to approve the purchase of a new truck for library use. Jennifer received a quote from Courtesy Ford for a 2024 Ford F150. There was some discussion on what the vehicle would be used for and what type of cab and bed would best suit the needs of the library. Kori recommended asking the dealership about a 2023 floor model with full warranty to get a lower price and less depreciation.

Motion to approve the purchase of a truck up to the amount of \$44,397 by:

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

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**Item of Information: Stage Damage**

Jennifer presented the board with photos of damage to the stage and the steps she is taking to try and remedy the loitering problem. She also presented an example of a Patron Behavior Policy from a different library for them to look at.

Mark asked Patrick Halloran from the foundation to give an update on what they are working on. He explained that the Foundation is looking to expand the range outside of the city limits for services offered at the library like they have already been doing with programming. It will allow the library a broader range of community engagement and increase the foundation's pool of donors for the upcoming capital campaign for the renovation. One of the ideas for services is an updated maker's space available to anyone. The foundation feels that since we are already doing major renovation, it is the perfect time to look at how we can use our space to have a bigger reach in the county.

There was no need for a closed session.

The board's next meeting will be held on Tuesday, June 17, 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 4:59 p.m.

**Mary Reik, Secretary**