

DANVILLE PUBLIC LIBRARY
EXECUTIVE COMMITTEE
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee at 4:00 p.m., Monday, June 10, 2024, at the Second Floor Meeting Room of the Danville Public Library.

Members Present

Mark Denman

Mary Reik

Zach Gwinn

Jane Andrews

Members Absent

Others

Staff Present

Jennifer Hess/Exec Director

Johnson Flanagan/Director of Operations

Brooke Truscelli/Director of Community Relations

Reno Torres/Business Manager

Ruey Sandusky/Administration Coordinator

Amend or Approve the Agenda - Mark

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

Approval of the Minutes - Mark

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

New Business

Treasurer's Report & Invoices - Jane

The Treasurer's Report was reviewed. There were no questions or concerns.

Mary moved to send the treasurer's report to the full board as presented, Zach seconded and it passed unanimously.

The Invoices were reviewed. Some formatting needed to be changed. Mary moved to send the invoices to the full board as amended, Zach seconded and a roll vote was taken; all yes.

Updates From Jennifer:

Jennifer said her updates are included in the action items and the item of information.

ACTION ITEM: Flag Policy - Mary

The Committee discussed the proposed Flag policy. There were no concerns from the committee.

Zach moved to send the policy to the full board as presented, Jane seconded and it passed unanimously.

ACTION ITEM: Display Policy - Mary

The Committee discussed the proposed Display policy. The policy also contains a how to for staff to respond to patrons with questions or concerns on the subject. There were no concerns from the committee.

Jane moved to send the policy to the full board as presented, Zach seconded and it passed unanimously.

ACTION ITEM: Logo Usage Policy – Mary

The Library already has a style guide created by Thirdside a few years back but no formal policy to follow.

There have been 3 deviations for special events, Stranger Things, Jurassic Park and the Stars. All future special logos will need to be approved by the board before use.

Zach moved to send the policy to the full board as presented, Jane seconded and it passed unanimously.

ACTION ITEM: Dress Code Policy – Mary

The Committee discussed the proposed Dress Code policy. The committee was concerned the policy was too specific and restrictive.

This action item was tabled until next month so adjustments can be made.

ACTION ITEM: Code of Conduct – Mary

The Committee discussed the proposed Code of Conduct policy. The committee was concerned the policy contradicted itself and was too restrictive.

This action item was tabled until next month so adjustments can be made.

ACTION ITEM: Board Bylaws Policy – Mary

The Committee reviewed updated By-law policies. There was one suggested verbiage edit.

Jane moved to send the policy to the full board as amended, Zach seconded and it passed unanimously.

ACTION ITEM: Change of Signatories – Mary

The Committee reviewed the action item. There were some typos to correct. Zach moved to send the policy to the full board as amended, Jane seconded and it passed unanimously.

ACTION ITEM: Revised Technology Equipment – Mary

The Committee reviewed the revised action item. They had no questions or concerns. Zach moved to send the policy to the full board as presented, Jane seconded and it passed unanimously.

ITEM OF INFORMATION: First Floor Restrooms – Jennifer

Jennifer updated the board on some ongoing issues with leaking toilets in the main restrooms. The problematic ones have been fixed but it's only a matter of time before the others break down. Cory has received a quote from Roto Rooter to fix the rest all at once. The Committee thought this was good information to bring to the full board meeting.

Items to add to the Regular Meeting Agenda:

The Committee requested an update on the remodel process and how things are going with the reprocessing of our microfilm during her director's report.

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, July 8, 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 5:03 pm