

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- June 17, 2024

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Monday, June 17, 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: Sandy Cook, Jordan Ehmen

Staff Present: Jennifer Hess (Exec. Director), Johnson Flanagan (Director of Operations), Brooke Truscelli (Director of Community Relations), Reno Torres (Business Manager), Ruey Sandusky (Admin. Coordinator)

The Library Board reviewed the agenda.

The annual audit report by Sandy Cook needed to be added to the agenda.

Motion to approve the agenda, as amended:

Alice Payne made the motion, Martha Espino seconded, and it passed unanimously.

Audit Report:

Sandy Cook presented the Draft Financial Statements – for internal review only.

Jane made a motion to receive the Draft Financial Statements – for internal review only, Alice 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

Brooke Truscelli was stated to be present when she was not. Her name needs to be removed.

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

Treasurer’s Report and Invoices – Jane Andrews

Treasurer’s Report: After the presentation and discussion, the board had no concerns.

Invoices: After the presentation and discussion, the board had no concerns.

Motion to approve the Treasurer’s Report for the previous month as presented by Alice Payne, Zach Gwinn seconded, and it passed unanimously.

Motion to approve the invoices from the previous month as 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
Stacey Morgeson	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 updated the board on the ongoing remodeling plan with Jim Keller and associates. The part-time custodian and the full-time security positions that were hired fell through. Andrew Wilson had been filling in part-time for security until our full-time hire started and he has agreed to continue. Shayna Lee has been helping out in Teen Zone part time and working on a training curriculum for new employees as a contract employee. The high door and circulation numbers were discussed. Mark suggested a newspaper editorial about all the things going on at the library and Brooke said she had an appointment to speak with one of the Commercial News editors the next day. Zach asked if the concerns about the stage vandalism had gotten better and Jennifer answered that they seemed to be.

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, July 8, 2024 at 4:00 pm in the 2nd Floor Conference Room.

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Old Business

There was no old business

New Business

ACTION ITEM: Flag Policy

The board was presented with a recommendation to implement a flag display policy.

Motion to approve implementing the new flag display policy by Jane Andrews, seconded by Alice Payne and it passed unanimously.

ACTION ITEM: Display Policy

The board was presented with a recommendation to implement a display policy.

Motion to approve implementing the new display policy by Stacey Morgeson, seconded by Martha Espino and it passed unanimously.

ACTION ITEM: Logo Usage Policy

The board was presented with a recommendation to implement a logo usage policy.

Motion to approve implementing the new logo usage policy by Alice Payne, seconded by Jane Andrews and it passed unanimously.

ACTION ITEM: Board Bylaw Policy

The board was presented with a recommendation to update some of the old information and verbiage in the Board Bylaws.

Motion to approve the changes to Board Bylaw Code 1160, 1161, 1210, 1211, 1220, 1350, 1410, 1440, 1520, 1622 and 1624 by Jane Andrews, Zach Gwinn seconded, and it passed unanimously.

ACTION ITEM: Change in Signatories

The board was presented with a recommendation to update the signatories for the Iroquois Federal Savings account to reflect current staff and board members. Updated list of signatories: Jennifer Hess, Executive Director; Mark Denman, Board President (May 2024); Jane Andrews, Board Treasurer (May 2024); Ceferino Torres, Business Manager (11/02/2020).

Motion to approve updating the signatories by Stacey Morgeson, seconded by Alice Payne and it passed unanimously.

ACTION ITEM: Revised Technology Equipment

The board was presented with a recommendation to revise the amount approved to purchase computers from the building fund since the library recently was awarded a grant that will cover part of the cost.

Motion to approve the revised Action Item by:

Zach Gwinn,	Jane Andrews – yes	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	

Item of Information: First Floor Restrooms

Jennifer presented the board with a quote to replace our main bathroom toilets that are wearing out from a plumber who works for Roto Rooter. Multiple board members were concerned about the amount of the quote. Suggestions to contact for more bids were Ridge Plumbing, Edelman’s Plumbing and Clean Line. Jennifer said she would have Cory try to get quotes from those businesses and return to the board with more information.

There was no need for a closed session.

The board’s next meeting will be held on Tuesday, July 15, 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 4:54 p.m.

Mary Reik, Secretary