

DANVILLE PUBLIC LIBRARY
EXECUTIVE COMMITTEE
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee at 4:00 p.m., Monday, July 8, 2024, at the Second Floor Meeting Room of the Danville Public Library.

Members Present: Jane Andrews (Zoom, did not vote), Mark Denman, Zach Gwinn, Mary Reik

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 (Admin. Coordinator)

Amend or Approve the Agenda - Mark

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

Approval of the Minutes – Mark

Jane noted a typo that needed to be fixed.

Zach made the motion to approve as amended, Mary seconded, and the vote was unanimous.

New Business

Treasurer’s Report & Invoices - Jane

The Treasurer’s Report was presented and reviewed. After discussion, there were no concerns.

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

The Invoices were presented and reviewed. After discussion, there were no concerns.

Zach moved to send the invoices to full board as presented, Mary seconded and a roll vote was taken; all yes.

ACTION ITEM: Server Upgrade

The committee was presented with a recommendation to approve transferring funds from the building fund that are designated for technology purchases, and using those funds to purchase a new server. Ryan Carlton provided the best quote he received, which was from Questivity for \$8,310.04. After Discussion the committee had no concerns but the wording of the Action Item needed to be altered to give a more complete description of the request.

Zach moved to send the action item to the full board as amended, Mary seconded and a roll vote was taken; all yes.

ACTION ITEM: Dress Code Policy

The committee was presented with a recommendation to replace the old dress code policy with a simplified version. The committee liked the simplification but requested the phrase “should avoid wearing” be changed to “should not wear” to be clearer.

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

ACTION ITEM: Code of Conduct Overview Document

The committee was presented with a recommendation to create a code of conduct overview document that pulls from multiple areas of the library’s service policy for our staff to refer to when interacting with patrons and addressing behavior issues. After Discussion the committee had no concerns about the content but requested a misspelling be corrected.

Zach moved to send the code of conduct overview to the full board as amended, Mary seconded and it passed unanimously.

ACTION ITEM: Library Platform Usage Policy

The committee was presented with a recommendation to add a policy that requires staff to use library approved platforms and library logins for any communication about library business. After Discussion the committee had no concerns.

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

ITEM OF INFORMATION: Plumbing quotes – Jennifer

Jennifer updated the board on the one quote Cory was able to get from Edelman's. Ridge Plumbing never responded to him. He needed confirmation on the name of the other company he was supposed to contact. He also requested a quote from Mr. Rooter Plumbing but hasn't received it yet. Clean Line was the other company mentioned and Jennifer said she would pass that information on to Cory. Since the new quote was higher than Roto Rooter, the committee agreed that they would like to pass this expenditure request as an action item on to the full board, preferably with at least one more quote to consider.

Updates From Jennifer:

Jennifer went over the year end numbers from the previous fiscal year as well as a tentative model for staff training and promotion path. The committee would like her to present the same year-end numbers information during her director's report but wait to present the staff training information until she has it completely finalized.

She also informed the committee that Sharda had stepped down from her position on the board and she (Jennifer) had communicated that to the mayor. She has not heard anything about a new appointment yet.

Items to add to the Regular Meeting Agenda:

The Committee did not have anything else to add to the agenda.

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, August 12, 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 4:50 pm