

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- July 15, 2024

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Monday, July 15, 2024, held at the second-floor meeting room of the Danville Public Library.

Members Present: Jane Andrews (Treasurer), Kori Bowers, Mark Denman (President), Zach Gwinn (Vice President), Stacey Morgeson, Mary Reik (Secretary)

Members Absent: Martha Espino, Alice Payne

Others: Patrick Halloran

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)

Mark began by announcing that a new board member is scheduled to be appointed at the next City Council meeting. She should be present at the August library board meeting.

The Library Board reviewed the agenda.

Motion to approve the agenda, as presented:

Stacey Morgeson made the motion, Jane Andrews 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

Motion to approve the Secretary's Report for the previous month as presented by Zach Gwinn, Stacey Morgeson 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 Mary Reik, Kori Bowers seconded, and it passed unanimously.

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

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

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 how things are progressing with the keepsake collection. She also said she's been busy with meetings with several different people. The IPLAR Report was presented. Jennifer also informed the board that the library has been nominated for the Congressional Medal for Museum and Library Science Service by Congresswoman Kelly. Johnson reported that he enjoyed the ALA conference he went to last month and is excited to implement some of the things he learned. Numbers are still trending up in all areas and he is working with the Children's department and D118 to schedule field trips for some of the classes to the library. Brooke reported that the summer was very busy with attending community events and Summer Reading at the library. She was able to make a new contact at the VA who is interested in an agreement like we have with D118 to get the Veterans library cards. She is currently finishing up preparing for the Jurassic Park event. She described how the event would work for the board.

DLF Foundation

Mark asked Patrick if there was anything he would like to share on behalf of the Foundation. Patrick said the Foundation is interested in looking into supporting a library of things for the community. He also asked if there was anything the library board would like to see the Foundation help with. The board responded that their biggest desire for help currently is with the renovation. It was decided that couldn't be addressed until we have a cost analysis.

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, August 12, 2024 at 4:00 pm in the 2nd Floor Conference Room.

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- July 15, 2024

Old Business

There was no old business

New Business

ACTION ITEM: Server Upgrade – Jane Andrews

The board was presented with a recommendation to approve the transfer of funds from the technology portion of the building fund to purchase a new server.

Motion to approve transfer of fund to purchase a new server by Zach Gwinn, seconded by Stacey Morgeson

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

ACTION ITEM: Restroom Repair – Jane Andrews

The board was presented with a recommendation to choose one of the 3 quotes for the toilet repair work.

Motion to approve engaging Ridge plumbing to repair 7 toilets for \$4,848 to be accounted for in the General Fund “Repairs, General” expense account by Stacey Morgeson, seconded by Kori Bowers

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

ACTION ITEM: Dress Code Policy – Mary Reik

The board was presented with a recommendation to update the staff dress code policy.

Motion to approve by Jane Andrews, seconded by Stacey Morgeson and it passed unanimously.

ACTION ITEM: Code of Conduct – Mary Reik

The board was presented with a recommendation to adopt a code of conduct document.

Motion to approve the Code of Conduct document by Zach Gwinn, Kori Bowers seconded, and it passed unanimously.

ACTION ITEM: Library Platform Usage Policy – Mary Reik

The board was presented with a recommendation to add a Library Platform Policy. Deputy was a listed app on the policy but we have already gone away from using it so it can be removed from the list of approved non-Microsoft applications.

Motion to approve the Library Platform Usage Policy as amended by Jane Andrews, seconded by Zach Gwinn and it passed unanimously.

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 4:41 p.m.

Mary Reik, Secretary