

DANVILLE PUBLIC LIBRARY
EXECUTIVE COMMITTEE
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee at 4:04 p.m., Monday, September 9, 2024, at the Second Floor Meeting Room of the Danville Public Library.

Members Present: Jane Andrews, Mark Denman, Mary Reik

Members Absent: Zach Gwinn

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, Jane seconded, and the vote was unanimous.

Approval of the Minutes – Mark

Jane made the motion to approve the Minutes for the Special meeting and the regular meeting in August as presented, Mary seconded, and the vote was unanimous.

Old Business

There was no Old Business to discuss.

New Business

Treasurer's Report & Invoices - Jane

The Treasurer's Report was presented and reviewed and discussed. There were no concerns.

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

The Invoices were presented and reviewed and discussed. There was a question on the two invoices from Monyok Leadership. Jennifer explained one was for our annual HR service contract and the other was for staff development coaching. Mary moved to send the invoices to the full board as presented.

Review of Special Funds

The auditor was contacted for clarification on a question about our IMRF Fund balance that was voiced to her in a previous board meeting. She informed us that separate funds are not a requirement, but an accounting choice. The committee was presented with the idea of absorbing all funds into the general fund for simplicity in budgeting, paying bills and saving time in reporting and transfer of funds. The Committee was interested in the idea but would like written confirmation from the auditor that there will be no issues with that course of action and her help in determining the best way to accomplish it.

Discussion of new furniture.

Ian has found a company that will create new circulation desks for us that are more functional for our current operations. If the Architect gives his approval, Jennifer is ready to move forward with them. She will discuss with the foundation if this is a project they would like to cover above and beyond the yearly allocation.

Teen Zone

Our Teen patron has increased to the point that the Teen Zone cannot safely accommodate them. Jennifer requested help figuring out a course of action.

ACTION ITEM: Policy Updates

Multiple policy updates to the Personnel policy were presented. Since the meeting packet was late being sent out, the committee requested more time to consider all except for 5410 which they approved to send on to the full board.

Mary made the motion to send Policy 5410 to the full board, Jane seconded and it passed unanimously.

The committee went into closed session at 4:58pm to discuss personnel. Mark Denman, Jane Andrews, Mary Reik, Jennifer Hess, Johnson Flanagan and Ruey Sandusky were present. The Committee went back into open session at 5:13 pm.

The Committee's next meeting will be held on Wednesday, September 25, 2024, 2:00 pm, Second Floor Conference Room.

There being no further business to come before the Committee, President Mark Denman adjourned the meeting at 5:13 pm