

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- September 16, 2024

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:06 p.m., Monday, September 16, 2024, held at the Rutan Meeting Room of the Danville Public Library.

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

Members Absent: Martha Espino

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), Connie Kimmell (Children’s Specialist)

The Library Board reviewed the agenda.

Motion to approve the agenda, as presented:

Jane Andrews made the motion, Mary Reik 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

Alice Payne presented a motion to approve the Secretary’s Report for the previous month, which Zach Gwinn seconded and passed unanimously.

Treasurer’s Report and Invoices – Jane Andrews

Treasurer’s Report: The Treasurer’s Report was presented and discussed.

Invoices: The invoices were presented and discussed.

Stacey Morgeson presented a motion to approve the Treasurer’s Report for the previous month, which Zach Gwinn seconded and passed unanimously.

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

Mary Reik,	Janet Alexander - yes	Martha Espino – N/A	Alice Payne – yes
Seconded by	Jane Andrews – yes	Zach Gwinn - yes	Mary Reik – yes
Alice Payne	Kori Bowers – yes	Stacey Morgeson – 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 about the things she has been working on. The teen zone is not large enough for the number of teens coming to the library. The area for the teen collection is being used as an overflow area but there have been some issues with behaviors. Working on the bookstore and the budget meeting with the Mayor were two more time-consuming projects. Johnson reported on the great numbers in children’s and Teen Zone. Brooke updated on the Jurassic Park event. 660 people came through in one night, which is about half of what we normally pull in for a two-night event. Goosebumps the Musical also went well, with over 400 people in attendance over the weekend. She is also booking more programs with the U of I Extension office.

DLF Foundation

Patrick shared that the Foundation is currently working on hiring a new Executive Director. They hope to start the first round of interviews in two weeks or so.

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, October 14, 2024 at 4:00 pm in the 2nd Floor Conference Room.

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Old Business

ACTION ITEM: Technology Equipment Revision

RECOMMENDATION: That the Danville Public Library Board utilize the newly awarded \$27,500 technology grant from the Secretary of State to purchase 57 CPUs with installed Microsoft software from Dell and utilize the Technology Fund of the Building Fund for the rest of the purchase up to \$27,500.

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

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

New Business

ACTION ITEM: Policy Update 5410

RECOMMENDATION: That the Danville Public Library Board approves the revision of Personnel Policy Code 5410

BACKGROUND: The Board approved the change from 7 ½ hours holiday pay to 8 hours when the library was open shorter hours due to covid and employees usually worked 8-hour shifts Monday through Thursday. Now that hours have been expanded, staff is back to 7 ½ hour shifts Monday through Friday and the policy can be changed back to accommodate.

The Floating Holiday schedule has also changed since there is a way to automate them individually through ADP.

Alice Payne presented a motion to approve the Policy Update, which Mary Reik seconded and passed unanimously.

There was no need for a closed session.

Jane let the board know that there are plans to have a sale for some of the extra items the Library has in storage.

There was a public comment from Connie Kimmell about some of the upcoming programs in the Children’s department.

The board’s next meeting will be held on Monday, October 21, 2024, at 4:00 p.m., First Floor Meeting Room.

Without further business before the Board, President Mark Denman adjourned the meeting at 4:54 p.m.

Mary Reik, Secretary