

DANVILLE PUBLIC LIBRARY  
EXECUTIVE COMMITTEE  
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee at 4:00 p.m., Monday, October 14, 2024, at the Second Floor Meeting Room of the Danville Public Library.

**Members Present:** Jane Andrews, Mark Denman, Zach Gwinn, Mary Reik

**Members Absent:**

**Others:**

**Staff Present:** Jennifer Hess (Exec. Director), Brooke Truscelli (Director of Community Relations), Reno Torres (Business Manager), Ian Galbreath (Facilities 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**

There were several typos to be corrected.

Jane made the motion to approve the Minutes for September 3, 9 and 25 as amended, Zach 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 and invoices were presented, reviewed and discussed. Mark asked what is included in the Staff Investment budget line. Jennifer answered that it included Sunshine Committee, Staff Appreciation, Professional Development & Travel. There were no concerns.

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

**ACTION ITEM: Adjustment to Tax Levy Disbursement Percentages**

Reno requested that the Committee recommend adjusting the tax levy disbursement used to allocate the funds we receive to separate accounts. The percentages have not been updated to follow our budget in recent years, which has led to an overage in the IMRF Fund and a shortage in the FICA Fund. The shortage in the FICA Fund necessitates transfers from the General Fund, which affects the general budget. The change in percentages will align the budget with actual disbursement if it passes this month because the September and November allocations will be included. The Committee did not feel comfortable moving the action item to the full board until the Auditor had given written approval and the action item was tabled.

**ACTION ITEM: Holiday Closures**

Recommendation: The Committee approves the addition of December 26 to the Holiday Closures for this year. Some typos and dates need to be corrected on the action item.

Jane moved to send the action item to the full board as amended. Mary seconded, and it passed unanimously.

**ACTION ITEM: Personnel Policy Updates**

Multiple policy updates to the Personnel policy were presented. The committee requested some corrections. Jane motioned to send the policies to the full board, Zach seconded, and it passed unanimously.

ITEM OF INFORMATION: Document Scanner

Jennifer updated the Committee on her plan to have a copy station downstairs.

ITEM OF INFORMATION: Bur Oak Tree

Jennifer brought her concerns about the bur oak tree on the south side of the building. The acorns are messy and create a possible hazard when people walk in that part of the parking lot. The acorns are very large and could also damage parked vehicles. Ian also reported on a tree by the War Museum that must be replaced due to disease.

Building Presentation Review:

The Committee expressed their opinions on the finalized renovation plans. Jennifer filled them in on the different angles she was exploring to make things more cost-effective. She will meet with the mayor and city employees to update them on what the renovation study has yielded in the next week or so.

HVAC Update:

Six air valves in the HVAC system have failed and must be replaced. Ian has ordered the parts, and Johnson Controls will replace them. The overall labor cost for JCI installation and programming is \$4,467. The price for replacement valves is \$1,802.99. Total cost \$6,269.99. The expenditure was approved by email vote earlier in the week. Ian informed the Committee that these would not be the last valves to fail. We will need to continue to replace them as they do.

The committee went into a closed session at 5:32 pm to discuss personnel. Mark Denman, Jane Andrews, Zach Gwinn, Mary Reik, Jennifer Hess, and Ruey Sandusky were present. The Committee went back into open session at 5:44 pm.

The Committee's next meeting will be held on Monday, November 11, 2024, at 4:00 pm, in the Second Floor Conference Room.

There being no further business to come before the Committee, President Mark Denman adjourned the meeting at 5:44 pm