

DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- October 21, 2024

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:00 p.m., Monday, October 21, 2024, held at the First Floor Meeting Room of the Danville Public Library.

Members Present: Janet Alexander, Kori Bowers, Mark Denman (President), Martha Espino, Zach Gwinn (Vice President), Stacey Morgeson, Alice Payne,

Members Absent: Jane Andrews (Treasurer), Mary Reik (Secretary)

Others:

Staff Present: Jennifer Hess (Exec. Director), Johnson Flanagan (Director of Operations), Reno Torres (Business Manager), Ian Galbreath (Facilities Manager), Ruey Sandusky (Administration Coordinator), Connie Kimmell (Children’s Specialist)

The Library Board reviewed the agenda.

Motion to approve the agenda, as presented:

Alice Payne made the motion, Janet Alexander seconded, and the motion was passed unanimously.

The Library Board reviewed the Secretary’s report and the Treasurer’s report, which were approved:

Secretary’s Report – Mark Denman

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

Treasurer’s Report and Invoices – Reno Torres

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

Invoices: The invoices were presented and discussed.

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

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

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

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

Janet Alexander,	Janet Alexander - yes	Martha Espino – yes	Alice Payne – yes
Seconded by	Jane Andrews – N/A	Zach Gwinn - yes	Mary Reik – N/A
Zach Gwinn	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. She has submitted our application for the congressional medal, and we should know the results in the spring of 2025. Her interns from the U of I submitted their midterm project on the business model for the library based on Disney, and she and Johnson were very impressed and excited. The Keepsake collection is growing and is located under the stairs. She has decided to add American Girl dolls to the collection available for check-out and the books. She is moving forward with some improvements to the building that coincide with the plan presented by Jim Keller. The large circulation desk has been removed and replaced with a smaller one in an area where staff can face patrons as they enter. Ian and Cory have also been working on the Sensory Corner for the Children’s Department, to which Patrick Halloran and the Halloran Foundation donated. We also received a flooring donation for the space from Carpet Weavers. Johnson updated that the steps we took to curb the behavior issues in the Teen Zone seem to be working. Brooke was absent, so Jennifer shared that they are also working on altering the Novel Idea to be a book club and a movie presentation. Ian reported on some of the building improvements happening around the building, including the HVAC air valve replacements, elevator malfunction and fix, and the retiling of the old circ desk area and sensory corner in the Children’s Department.

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Committee Reports

Executive Committee –Mark Denman reported that the Executive Committee met, and the action items to present are on the agenda. He also noted that the Committee decided to halt the renovation discussion until the Foundation hired a new Executive Director. The Committee’s next meeting will be Monday, November 11, 2024, at 4:00 pm in the 2nd Floor Conference Room.

Old Business

There was no Old Business.

New Business

ACTION ITEM: Holiday Closures

RECOMMENDATION: The Danville Public Library Board approves the addition of December 26 as a paid holiday for this year.

Stacey Morgeson presented a motion to approve the Holiday Closures, which Alice Payne seconded, and the motion was passed unanimously.

ACTION ITEM: Personnel Policy Updates

RECOMMENDATION: Danville Public Library Board approves the revision of Personnel Policy Codes 5030: Definition of Terms, Code 5070: Organization and Administration, Code 5120: Residency Requirement, Code 5130: Working Hours, Code 5150: Evaluation of Employees, Code 5190: Employment of Relatives, Code 5315: IMRF Disability Leave, Code 5345: Unpaid Personal Time Off for Part-Time Staff, Code 5538: Employee Nametags, Code 5564: Use of Library Materials, Code 5565: Corporate Credit Card Usage, Code 5730: Personal Book Orders, Code 5740: Photocopies and Faxes, Code 5760: Staff Lounge, Code 5775: Travel Expenses/Per Diem, Code 5790: Service Awards, Code 5820: Employee Resignation

BACKGROUND: Proposed changes simplify existing guidelines, sync current practice with the written policy, and fix typos/copy-paste errors.

Zach Gwinn presented a motion to approve the Policy Update, which Janet Alexander seconded, and the motion was passed unanimously.

There was no need for a closed session.

The board’s next meeting will be held on Monday, November 18, 2024, at 4:00 p.m., First Floor Meeting Room.

Without further business before the Board, President Mark Denman adjourned the meeting at 4:42 p.m.

Mary Reik, Secretary