

DANVILLE PUBLIC LIBRARY  
EXECUTIVE COMMITTEE  
MINUTES

President Mark Denman called the monthly meeting of the Executive Committee at 4:00 p.m., Monday, November 11, 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), Johnson Flanagan (Director of Operations), Brooke Truscelli (Director of Community Relations), Reno Torres (Business Manager), Ian Galbreath (Facilities Manager), Ruey Sandusky (Admin. Coordinator)

**Amend or Approve the Agenda – Mark**

The auditor replied to our question about the percentage updates from last month this morning, and Jennifer requested that the topic be added to the old business.

Mary made the motion to approve as amended, Jane seconded, and the vote was unanimous.

**Approval of the Minutes – Mark**

Zach made the motion to approve the Minutes as presented, Mary seconded, and the vote was unanimous.

**Old Business**

**Levy Percentage Update for FICA and IMRF**

Jennifer reported that the Auditor responded that Reno's percentage adjustment from last month was something that we could do. The Committee wanted the wording in the action item to specify that the percentage adjustment for September will be retroactive. With that change, they recommend adding it to the regular board meeting agenda as an action item.

**New Business**

**Financial Reports and Invoices - Jane**

The Treasurer's Report and invoices were presented, reviewed, and discussed. There were no questions or concerns.

Zach moved to send the financial reports to the full board for approval; Mary seconded, and it passed unanimously.

Mary moved to send the invoices to the full board for approval; Zach seconded, and it passed unanimously.

**Insurance Premiums for FY 2024-2025**

Jennifer presented the insurance premium costs for the year. The committee was happy to see there was not a very large increase in cost. They recommended adding it to the regular board meeting agenda as an action item.

**Naming the First Floor Meeting Room**

Jennifer presented the idea of naming the First Floor Meeting Room after Howard Rutan since he made such a large financial donation to the library, and the cross-stitch he donated is used as the décor for that room. The committee liked the idea and recommended adding it to the regular board meeting agenda as an action item.

Jane moved, Mary seconded, and it passed unanimously.

**Holiday Closures**

Jennifer presented the recommended Holiday closures for 2025. They are the same as 2024, and the Committee recommended adding them to the regular board meeting agenda as an action item.

#### Study Room Policy

Johnson presented a Study Room Policy to help ensure the rooms are not used by one person all day and are available for all patrons. He explained some of the issues we have had recently. The Committee agreed that the policy was a good idea and recommended adding the action item to the regular board meeting agenda as an action item.

Jane moved, Zach seconded, and it passed unanimously.

#### Updates from Jennifer – Strategic Plan and Director's Goals

Jennifer presented updates on the strategic plan and the director's goals. She asked Brooke to report on the Harry Potter Event. There was initial resistance to things being done differently, but by the end of the night, people were commenting on how much better the flow was. Jennifer touched on different programs and departments and building updates.

#### Things to add to the agenda

Approve closed meeting minutes and approve the audit report for 2022 and 2023.

There was no need for a closed session.

The Committee's next meeting will be held on Monday, December 9, 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 4:49 pm