

# DANVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES- November 18, 2024

President Mark Denman called the monthly meeting of the Danville Public Library Board of Trustees to order at 4:02 p.m., Monday, November 18, 2024, held at the First Floor Meeting Room of the Danville Public Library.

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

**Members Absent:** Martha Espino

**Others:** Bill Satterwhite (Emeritus), 2 members of the public

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

**Microsoft Teams:** Johnson Flanagan (Director of Operations)

## **The Library Board reviewed the agenda.**

Motion to approve the agenda, as presented:

Alice Payne made the motion, Mary Reik seconded, and the motion was passed unanimously.

## **Mark took a moment to welcome Natalie Duncan, the new Foundation Director, and made introductions.**

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

### Secretary’s Report – Mary Reik

Stacey Morgeson presented a motion to approve the Secretary’s Reports as presented for October 9 and October 24, which Alice Payne seconded, and the motion was 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.

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 invoices from the previous month and part of the current 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	

## **(Janet Arrived during the Director’s Report.)**

**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 on what she has been working on in the past month. The U of I business plan is almost ready for the final presentation. Courtney Fancil, the Reference Librarian, has resigned. Jennifer has spread Courtney’s job duties among the staff members that had been helping her, and will hire another person for desk coverage so current staff have more off-desk time. She is not currently looking to replace the Reference Librarian position. She reviewed how things are progressing for the strategic plan and director goals.

**DLF Foundation Report** – Natalie Reported that today is her first day, and she looks forward to supporting the Library in its endeavors.

## **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, December 9, 2024, at 4:00 pm in the 2<sup>nd</sup> Floor Conference Room.

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## Old Business

### ACTION ITEM: FY21-22, FY 22-23 Audit Reports

**Recommendation:** The Danville Public Library Board Approves the Audit Reports for FY21-22 & FY22-23.

Jane Andrews presented a motion to approve the action item as presented, which Zach Gwinn seconded, and the motion was passed unanimously.

### Action Item: Levy Percentage Update for FICA & IMRF

**RECOMMENDATION:** The Danville Public Library Board approves the change in the percentage of the tax levy allotment to reflect the budget. The Auditor agrees with these percentage changes.

Motion to approve the action item 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
Mary Reik	Kori Bowers – yes	Stacey Morgeson – yes	

## New Business

### ACTION ITEM: Insurance Premiums

**RECOMMENDATION:** The Danville Public Library Board approves the payment of insurance for 2025

**BACKGROUND:** Jennifer had her annual meeting with the insurance rep to update the library's insurance quote based on current needs.

Motion to approve the action item as presented by:

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

### ACTION ITEM: Naming of the First Floor Conference Room

**RECOMMENDATION:** The Danville Public Library Board approves the change in the names of the First Floor Meeting Room to the Howard Rutan Meeting Room and the Howard Rutan Teen Zone to the Program Room.

**BACKGROUND:** Howard Rutan left a donation of \$1 million along with his personal collection of hand-crafted cross-stitch art. Monies from his donation were used to build the former Teen Zone/current Program Room. Whereas the library no longer uses the 2018 addition as a Teen Zone but as a program room, and Mr. Rutan's donation warrants a naming opportunity in the building and his cross-stitch art is displayed in the first-floor meeting room, we propose that the first-floor meeting room be known as the Howard Rutan Meeting Room and the former Howard Rutan Teen Zone be known as the Program Room.

Zach Gwinn presented a motion to approve the action item as presented, which Janet Alexander seconded, and the motion was passed unanimously.

### ACTION ITEM: Holidays 2025

**RECOMMENDATION:** The Danville Public Library Board approves the holiday closures for 2025

Mary Reik presented a motion to approve the action item as presented, which Alice Payne seconded, and the motion was passed unanimously.

### ACTION ITEM: Study Room Policy

**RECOMMENDATION:** The Danville Public Library Board approves adding a study room policy to the Service Policy Manual.

**BACKGROUND:** Several situations involving the study rooms indicate the need for a written policy.

Janet Alexander presented a motion to approve the action item as presented, which Jane Andrews seconded, and the motion was passed unanimously.

### ACTION ITEM: Approval of Closed Meeting Minutes

**RECOMMENDATION:** The Danville Public Library Board approves the closed meeting minutes for 4/18/2023, 5/16/2023, 6/27/2023, 7/05/2023, 8/15/2023, 12/19/2023, 1/16/2024, and 4/16/2024.

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The board did not go into a closed session because there were no questions or reasons for discussion. Each member was handed a paper copy of the minutes to read that they returned after voting. Mark requested that the minutes be amended to include the full names of those involved for clarity.

Zach Gwinn presented a motion to approve the closed meeting minutes, as amended, which Stacey Morgeson 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, December 16, 2024, at 4:00 p.m., Howard Rutan Meeting Room.

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

**Mary Reik, Secretary**