

Agenda Item #4 (a)

**Library Board of Trustees
Minutes of Meeting
Douglass Branch Library
April 17, 2019**

1. The meeting was called to order at 5:33 p.m. by President Lansford.
2. Members present: Maryka Baraka, Michael La Due, Charles Lansford, Rajeev Malik, and Greg Stock

Members absent: Katie Blakeman, Deb Busey, Trisha Crowley, and Minnie Pearson

Library staff present: Donna Pittman, Jill Bouvet, Essie Harris, Debbie Keith, Brittany Michaels, Michael Rogalla, Michelle Sawicki, and Brandon Stokes

Visitors present: Kathryn Cataldo, *Assistant City Attorney*; and Natalie Frankenberg, *League of Women Voters*

Due to lack of a quorum, non-action items were presented first. The order of the agenda was suspended until 5:53 p.m. when a quorum was obtained.

Lansford welcomed new trustee, Maryka Trent Baraka.

3. Approve the Agenda:
 - MOTION by Malik to approve the agenda as presented; seconded by La Due. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, February 20, 2019
 - MOTION by Malik to approve both sets of the minutes as presented; seconded by La Due. All: Aye.
5. Director's Report:
 - Pittman introduced Essie Harris, Douglass Branch Manager, who provided an update on programming at the Branch.
 - Pittman reported on the success of the Launch business service with more 1,000 people attending programs. Business Librarian, Stephanie Pitts-Noggle, was invited to be the keynote speaker at the Illinois Entrepreneurship and Small Business Growth Association.
 - Pittman highlighted the successful tech workshops with 58 hands-on workshops held for basic tech skills and 11 specialty workshops resulting in great ratings and 500 attendees overall.

- Pittman announced the library purchased a library vehicle for maintenance staff to use for deliveries and for staff travel to out of town conferences and other libraries.
- Pittman mentioned that CVS is allowing staff to utilize their parking lot due to the flower and plant sales in the Do It Best parking lot.
- Pittman noted that as a result of a thorough review by the management team, the Staff Handbook has been updated and revised, sent to City Legal for review, and will be given to the Personnel Committee next week to review. A final draft will be presented to the Library Board for approval.

Stock arrived at 5:53 p.m. A quorum was obtained.

6. 2018/19 Revised Budget:
7. 2019/20 Proposed Budget:

- Agenda items #6 and #7 were combined:

Proposed Revised 2018/19 Budget (Agenda Item #6)

Changes to the revised budget approved in November include:

Operating Fund

- Personnel savings from position vacancies and FMLA unpaid leave of \$39,700
- Supplies – increase by \$3,000 to cover added cost for conveyor/AMH needs
- Library Materials – add \$40,000 to meet replacement, circulating equipment and digital media needs
- Electrical utilities – decrease by \$10,000 due to additional savings from new supplier

Capital Fund

- Replace access control system - \$23,000
- Furniture and equipment - \$19,000
- 2nd floor AV upgrade - \$25,000
- Sewer repair and upgrade - \$24,000

Proposed Revised 2019/20 Budget (Agenda Item #7)

Property tax figures included in this budget are based on information received October 2018. The Champaign County Clerk’s office is expected to update the levy information in April 2019. If necessary, the Library’s Operating Fund budget will be revised in May.

Operating Fund

- Personnel - Add .95 FTE
- Replace one vacant part-time 20 hour (.50 FTE) Library Associate in Adult Services,
- Add 6 hours (.15 FTE) to security to cover Saturday hours at the Douglass Branch
- Add 10 hours (.25 FTE) for potential FSLA required adjustments

- Electrical Utilities – reduce by \$3,000 due to FY19 savings experienced
- Ending fund balance is at 10.37% of revenues; meets City Finance guidelines
- Proposed Operating Fund balance is balanced

Five-Year Forecast – Operating Fund

- Salaries projected at 3% each year, with 2% cost of living at 1% merit as one-time bonus
- Health insurance projected at 5% increase each year
- Supplies and Library Materials projected at 1.50% growth
- Contractual expenses projected at 2% increase
- Five-Year forecast indicates a sustainable budget as proposed

Capital Fund

- Includes Operating Fund Transfer at 3% of Operating revenues – meets budget guidelines
- Replace carpet time Nate/Lilly and Teen space – estimated at \$15,000

Cafe Fund

- Upgrade the Café Operator position from L-08 to L-17 classification
- Wage increase from \$12.82 to \$19.40/hour
- More closely matches job responsibilities and in-line with comparable positions in the library and private sector.
- Fund supports increase in wages with a projected ending fund balance of \$24,800

The 2019/20 Library Budget will be presented at the City Council Study Session on May 28, 2019. This was originally scheduled for the May 14 meeting. Final Council approval of the Library Budget, Personnel Complement and Salary Schedule is scheduled for the June 18, 2019 meeting.

- MOTION by Malik to approve the 2018-19 revised budget and the 2019-2020 proposed budget as presented; seconded by La Due. All: Aye.

8. 2019/20 Personnel – Classifications, Grades, Full-Time Equivalents:

- MOTION by Malik to approve the 2019/20 Personnel – Classifications, Grades, Full-Time Equivalents as presented; seconded by Stock. All: Aye.

9. 2019/20 Salary Schedule L:

- Pittman reported the salary schedule reflects no changes over last year. This is the second year that the scale will not be moved up based on the cost of living wage increase for staff. Proposed is a 2% cost of living increase to all employees as an increase to their base pay, and up to 1% in merit increase as a one-time bonus based on performance appraisal. Anyone at the top of the salary scale receives the cost of living and merit as a one-time bonus.
- MOTION by Malik to approve the 2019/20 Salary Schedule L as presented; seconded by La Due. All: Aye.

Malik left at 6:05 p.m.
Quorum no longer exists.

10. Financial Reports:

a. Approve "Check Register" and "Handwritten Checks" for February and March 2019:

- Deferred to the May meeting due to lack of a quorum.

b. 2018-2019 Financial Statements:

- Deferred to the May meeting due to lack of a quorum.

The following information was discussed at the beginning of the meeting due to lack of a quorum.

11. Correspondence and Communications:

- Articles from *The News-Gazette* written by Nanette Donohue, Technical Services Manager, entitled "Recent nonfiction that turned many heads" (February 17, 2019) and "Authors make science entertaining" (March 17, 2019).
- Letter to the Editor (*News-Gazette*) entitled "Librarians follow a code of ethics" (March 7, 2019).
- Letter to the Editor (*News-Gazette*) entitled "Group wasn't blocking the doors" (March 7, 2019).
- Letter to the Editor (*News-Gazette*) entitled "Protesters should get out of the way" (February 27, 2019).

12. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Malik reported the Young Entrepreneurs Program (YEP) was presented along with the Niche Academy. Funding needs were also discussed.

b. Friends of the Champaign Public Library:

- Pittman announced the Friends annual meeting will be held Wednesday, June 19 at 4 p.m.

13. Comments from the Audience:

- None.

14. Comments from the Board:

- None.

15. Next Meetings or Events:

- Budget Review to City Council, May 28, 2019, 7:00 p.m., Council Chambers, 102 N. Neil St.
- Regular Meeting, May 15, 2019, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, June 18, 2019, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, July 17, 2019, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library

16. Adjournment:

- The meeting was adjourned at 6:08 p.m.

Respectfully submitted,

Charles Lansford, President

Deb Busey, Secretary

Jill Bouvet, Recorder