

*Agenda Item #4 (a)*

**Library Board of Trustees  
Minutes of Meeting**

**The Julia F. Burnham 3<sup>rd</sup> Floor Conference Room • Main Library • 200 West Green Street • Champaign  
April 19, 2023**

1. The meeting was called to order at 5:30 p.m. by President Blakeman.
2. Members present: Katie Blakeman, Trisha Crowley, Michael Foellmer, Michael La Due, Minnie Pearson, and Chaya Sandler

Members absent: Maryka Baraka, Charles Lansford, and Rajeev Malik

Library staff present: Brittany Millington, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Essie Harris, Kristina Hoerner, Debbie Keith, Jordan Neal, Michael Rogalla, Evelyn Shapiro, and Brandon Stokes

Visitors present: Kathryn Cataldo and Natalie Frankenberg

3. Approve the Agenda:
  - MOTION by La Due to approve the agenda as presented; seconded by Crowley. All: Aye.
4. Approve the Minutes:
  - a. Regular Meeting Minutes, March 15, 2023
    - MOTION by La Due to approve the regular minutes of March 15, 2023 as presented; seconded by Crowley. All: Aye.
5. Director's Report:
  - a. The Studio Project
    - Millington reported that The Studio Project is going very well. The cut was made into the floor to build the stairs and painting, flooring, and cabinetry will soon be underway.
    - We had an exciting National Library Week with Penny for your Thoughts programs and a family concert with Eric Litwin, author of Pete the Cat.
    - A flyer featuring Michael La Due's upcoming poetry reading was distributed.

b. Upcoming Programs and Events (Evelyn Shapiro, Promotions Manager):

- Shapiro presented the theme for the Summer Reading challenge which is “Bee Creative” along with a slide show of upcoming events.

6. Revised FY2022/23 Budget and Proposed FY2023/24 Budget:

- Millington gave an overview of the budget which included a strong fund balance despite substantial increases in health insurance and utilities fees.

**Operating Fund**

Keith noted that the budget plan includes the following:

- Property taxes increase for FY22 by 8.1% over the 2021 levy resulting in a 5.8% and 4.4% increase for FY23 and FY24
- Corporate Replacement tax has an increase of \$83,663 for FY23
- FEMA grant for COVID supplies – received \$23,783 for FY23 for FY21 and FY22 expenses
- Misc. Income - City Economic Development assistance with Launch databases
- Salaries – 4.0% cost of living increase; aligns with ratified AFSCME contract for the City
- Fill vacant positions: two part-time Library Associate positions in Adult Services; and one part-time Library Associate position in Children’s Services.
- Health Insurance – increase of 16%
- Library Materials – overall increase of 2.3%; net increase of 4.6% in databases and e-books
- Workers Compensation/Retained Risk insurance – updated actuarial reports received by the City decreased the Library’s premiums by about \$91,000
- Electric and Gas Utilities – increase of 58% and 25%, respectively
- General Bldg./Grnds./HVAC – decrease with revision to annual HVAC contract
- LAN – increase for Studio licenses and HVAC software maintenance
- Capital fund transfer increase in FY23 to align with increased revenues and also support purchases for HVAC monitoring and Studio equipment. FY24 is at 3% of revenues; meets budget guidelines.
- Ending fund balance is at 21% - meets City Finance guidelines of 10%; builds fund balance to bridge the gap from March – June each fiscal year prior to receiving the property tax distribution.
- Proposed Operating Fund budget is balanced.

**Five-Year Forecast – Operating Fund**

The five-year forecast projects revenues and spending, based on predictions for property tax revenues each year. The forecast is a way to project the sustainability of the current budget over time, with the understanding that the revenue numbers will likely change. It assumes the following:

- Property tax increases of 1.50% for FY25 and 2% FY26- FY28
- Salaries projected at 2.5% cost of living increase for FY25 - FY28
- Health Insurance projected at 10% for FY25-FY28

**Capital Fund**

The Operating Fund Transfer at 3% of Operating revenues meets budget guidelines

**27<sup>th</sup> Pay Date Fund** - Fund established to set aside funds each year to assist with fiscal years when there are 27 pay periods. Next one is FY28

**Gift Fund** - Budget includes completing the Studio Project FY23.

**Café Fund** - Includes sales and expense projections for the Library Café

- Operating Fund Transfer – reduced in FY23 and FY24 as the Café has normal operating hours
- Café workers are all at or above the \$15/hour minimum wage required for January 2025
- MOTION by Crowley to approve the Revised FY2022/23 Budget and Proposed FY2023/24 Budget as presented; seconded by Pearson. All: Aye.

7. FY23/24 Proposed Personnel Complement:

- The FY24 Position Control Report reflects the filling of 1.125 FTE from the FY23 Position Control Report. Proposed FTE for FY24 is 79.2500 leaving 3.2250 FTE vacant position. The increased FTE includes filling two part-time positions in Adult Services and one part-time position in Children's Services.
- MOTION by Crowley to approve the FY23/24 proposed Personnel Complement as presented; seconded by La Due. All: Aye.

8. FY23/24 Proposed Salary Schedule L:

- A proposed 4.00% cost of living increase will be given to all Library employees as an increase in base pay. The library does not offer merit. The 2023-2024 Salary Schedule reflects an increase of 3.00% over the Library's FY23 Salary Scale with the exception of Library Page and Processor positions which will retain the range of \$15.00 - \$17.00. Library staff at the top of the salary range will receive 3% in base pay and 1% as a one-time bonus.
- Motion by Crowley to approve the FY23/24 Salary Schedule L as presented; seconded by Sandler. All: Aye.

9. Financial Reports:

a. Approve "Check Summary," "Check Register," and "Handwritten Checks" for March 2023:

- MOTION by Pearson to file the check summary, check register, and handwritten checks for March 2023 as presented; seconded by Crowley. All: Aye.

b. FY2022-2023 Financial Statements:

- MOTION by La Due to accept the March 2023 financials as presented; seconded by Sandler. All: Aye.

10. Correspondence and Communications:

None.

11. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Millington reported that the Finance committee met and all is going well.

b. City Council

- Foellmer reported the new council member, Kathy Shannon, will take the oath at the next meeting.

c. Friends of the Champaign Public Library:

- Millington reported that Friends sales and memberships are going well and the new Thursday hours have been popular. Blakeman asked the Board if anyone was interested in taking over as Liaison to the Friends. If so, please let her know.

12. Comments from the Audience:

- None

13. Comments from the Board:

- Blakeman made a suggestion for anyone who is interested to sign up for reading recommendations because you can tailor it by genre and she has found great authors through Libby she would not have known about.
- Pearson commented that everyone is doing a wonderful job.

14. Closed Session: Evaluation of Library Director:

- MOTION by Sandler to enter into a closed session for “(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity” or (2) Collective negotiating matters between the public body and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(1) and 5 ILCA 120/2(c)(2), seconded by Foellmer. All: Aye.
- The Board entered closed session at 6:21 p.m.
- Roll call vote was obtained.
- The Board discussed Millington’s evaluation.
- MOTION by Crowley to return to open session, seconded by Pearson. All: Aye.
- The Board returned to open session at 6:42 p.m.

15. Director's Salary:

- MOTION by Crowley to increase the Director's salary to \$150,000 annually; seconded by Foellmer.  
All: Aye.

16. Next Meetings or Events:

- Regular Meeting, May 17, 2023, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
- Regular Meeting, June 21, 2023, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
- Regular Meeting, July 19, 2023, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
- Regular Meeting, August 16, 2023, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library

17. Adjournment:

- MOTION by Pearson to adjourn at 6:44 pm; seconded by La Due. All: Aye.

Respectfully submitted,

---

Katie Blakeman, President

---

Michael La Due, Secretary

---

Jill Bouvet, Recorder