

Agenda Item #4 (a)

**Library Board of Trustees
Minutes of Meeting
Online Meeting Held via Zoom Webinar
April 21, 2021**

1. The meeting was called to order at 5: 30 p.m. by President Lansford.
2. Members present: Katie Blakeman, Trisha Crowley, Michael La Due, Charles Lansford, Rajeev Malik, Minnie Pearson, Craig Rost, and Greg Stock

Members absent: Maryka Baraka

Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Debbie Keith, Essie Harris, Kristina Hoerner, Amanda Raklovits, Mike Rogalla, Evelyn Shapiro, and Brandon Stokes

Visitors present: Dan Pohrte and Natalie Frankenberg

3. Approve the Agenda:
 - MOTION by Rost to approve the agenda as presented; seconded by La Due. Roll call vote was obtained. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, March 17, 2021
 - MOTION by Malik to approve the minutes as presented; seconded by Blakeman. Roll call vote was obtained. All: Aye.
5. Director's Report:
 - a. Library Updates
 - Pittman stated that things are starting to feel more normal now that we are allowing people to sit at tables, use meeting rooms and spend time in the building.
 - A video for new employees is being developed to give them a sense of the library, our culture, and make them feel welcome. A link will be sent to new employees in an email before their first day.
 - Pittman stated that Home Delivery service will begin again in July.

b. Summer Programs (Evelyn Shapiro, Promotions Manager):

- Shapiro stated that every summer we want to engage all ages to read. The theme for this year's summer reading program is "Imagine it". We will kick it off on May 15 with online songs and stories. Prizes will include backpacks, color changing cups, prize books for kids and grand prizes for adults.

6. Policy Review:

a. Food and Beverage Policy

- Staff is not recommending any changes to the Food and Beverage Policy.
- Hoerner indicated there were no comments from the audience.
- MOTION by Blakeman to approve the Food and Beverage Policy with no changes after review; seconded by Malik. Roll call vote was obtained. All: Aye.

b. Literature Racks, Bulletin Boards, and Exhibit Spaces Policy

- Staff is not recommending any changes to the Literature Racks, Bulletin Boards, and Exhibit Spaces Policy.
- MOTION by Crowley to approve the Literature Racks, Bulletin Boards, and Exhibit Spaces Policy with no changes after review, seconded by Malik. Roll call vote was obtained. All: Aye.

c. Art Collection Policy:

- Staff is recommending a change to the Art Collection Policy, adding wording stating that it is an Ad Hoc Committee that is formed as needed to review possible purchase, donation, or display of artwork.
- Hoerner indicated there were no comments from the audience.
- MOTION by Stock to approve the policy as amended; seconded by Rost. Roll call vote was obtained. All: Aye.

7. Ethics Statements

a. Code of Ethics of the American Library Association

- Pittman recommended that the Board adopt this statement from the American Library Association as it reflects the way the Library provides service.
- Hoerner indicated there were no comments from the audience.
- MOTION by Pearson to adopt the Code of Ethics of the American Library Association as recommended; seconded by La Due. Roll call vote was obtained. All: Aye.

b. Public Library Trustees Ethics Statement

- Pittman recommended adoption of the Public Library Trustees Ethics Statement from the American Library Association because it addresses expectations for Board members and will be helpful to new Board members during orientation.
- Motion by La Due to adopt the Public Library Trustees Ethics Statement as presented; seconded by Malik. Roll call vote was obtained. All: Aye.

8. Program Space for Teens (Dan Pohrte, Product Architecture + Design):

- Pittman stated that our Strategic Plan called for exploring creating a larger capacity space for cultural activities and programs. Staff discussed what is most needed and it was decided that a larger space for afterschool and other teen programs was a priority. Architects Dan Pohrte and Tiffany Nash of Product Architecture + Design, created a plan for the teen area in the lower level of the library that would replace what is now open storage space.
- Pittman introduced Pohrte who joined the meeting via Zoom.
- Pohrte shared renderings of an 8,000 sq. ft. space on the lower level dedicated to teen programs and activities. A makerspace, technology space, and study space are included in the plan. This space could be closed and opened as needed and could also be used for adult programs, such as crafting and small group instruction. Pittman noted that the current Teen Space area would be maintained and the collection would remain there. Pohrte stated that the estimate for the project is \$2.25 million which includes a 10% construction contingency, 10% design contingency, furniture, signage and fees.

9. FY2020/21 Proposed Revised Budget and FY2021/22 Proposed Revised Budget:

- Keith reported on the changes to the Operating Fund budget since approved in February, including property tax revenue decreased by \$502,909 to address \$127,973 reduced amount received from the 2019 levy; \$24,936 projected decrease for the 2020 levy; and \$350,000 to offset potential City General Fund Transfer needed for cash flow purposes should no additional property tax distribution be received prior to June 30, 2021.
- Hoerner indicated there were no questions from the audience.
- MOTION by Rost to approve the Proposed Operating Fund Budget as presented; seconded by Stock. Roll call vote was obtained. All: Aye.
- **Capital Fund**
 - Keith reported on the changes to the Capital Fund, including FY21 and FY22 Capital Fund budgets revised to reflect actual costs for items budgeted in FY21 and those deferred to FY22. Ending fund balance is approximately \$30,000 higher than projected.
 - Hoerner stated there were no comments from the audience.

- MOTION by Rost to approve the proposed Revised Budgets as presented; seconded by Stock. Roll call vote was obtained. All: Aye.

10. FY2021/22 Proposed Personnel Complement:

- Hoerner indicated there were no comments from the audience.
- MOTION by Malik to approve the 2020/21 Personnel – Classifications, Grades, Full-Time Equivalents as presented; seconded by La Due. Roll call vote was obtained. All: Aye.

11. FY2021/22 Proposed Salary Schedule L:

- Keith reported that the salary schedule reflects a 2% increase over last year with the exception of the Page and Processor positions which increased from \$11.00 to \$12.00 to meet the State of Illinois minimum wage requirements. A proposed 2% cost of living increase will be given to all Library employees as an increase in base pay.
- Hoerner indicated there were no comments from the audience.
- MOTION by Crowley to approve the FY2021/22 Salary Schedule L as presented; seconded by Rost. Roll call vote was obtained. All: Aye.

12. Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(c):

- La Due recommends that no closed minutes be released at this time.
- MOTION by Stock to retain the confidential minutes as discussed; seconded by Malik. Roll call vote was obtained. All: Aye.

13. Financial Reports:

a. Approve “Check Register” and “Handwritten Checks” for March 2021:

- Hoerner indicated there were no comments from the audience.
- MOTION by Blakeman to file the check register, handwritten checks, and check summary for March 2021 as presented; seconded by Pearson. Roll call vote was obtained. All: Aye.

b. 2020-2021 Financial Statements:

- MOTION by Rost to accept the March 2021 financials as presented; seconded by Malik. Roll call vote was obtained. All: Aye.

14. Correspondence and Communications:

- None.

15. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Rost reported that the Foundation Board will meet in person at their next meeting.

b. Friends of the Champaign Public Library:

- Lansford reported the Friends are still meeting by the Zoom online format. Pittman and the Friends are working on plans for the summer. Their membership has expanded in the last two months.

16. Comments from the Audience:

- Hoerner indicated there were no comments from the audience.

17. Comments from the Board:

- La Due asked about Board minutes to sign. Bouvet will contact La Due to schedule a time. La Due also noted that April is American Poetry month.
- Crowley reminded Board members that it is Personnel Evaluation time for the Library Director and asked members to complete the evaluation forms and return them to Crowley. The evaluation will be discussed in closed session at the May meeting.
- Lansford thanked Greg Stock for his service on the Board as City Council member representative.
- Regarding a comment about the Board returning to in-person meetings, Pittman stated that Foundation Board meetings are not open to the public, so there is a fixed number of people to accommodate. The Library Board is open to the public and is not in a position at this point to hold public meetings due to social distancing and gathering requirements.

18. Next Meetings or Events:

- Proposed Budget to City Council, Tuesday, May 11, 2021, 7:00 p.m.
- Regular Meeting, May 19, 2021, 5:30 p.m.
- City Council Budget Adoption, Tuesday, June 15, 2021, 7:00 p.m.
- Regular Meeting, June 16, 2021, 5:30 p.m.
- Regular Meeting, July 21, 2021, 5:30 p.m.

19. Adjournment:

- MOTION by Stock to adjourn; seconded by Malik. Roll call vote was obtained. All: Aye. The meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Charles Lansford, President

Michael La Due, Secretary

Jill Bouvet, Recorder