

Agenda Item #4 (a)

**Library Board of Trustees
Minutes of Meeting**

**The Julia F. Burnham 3rd Floor Conference Room • Main Library • 200 West Green Street • Champaign
August 17, 2022**

1. The meeting was called to order at 5:30 p.m. by President Blakeman.
2. Members present: Katie Blakeman, Michael Foellmer, Charles Lansford, Rajeev Malik, Minnie Pearson, and Chaya Sandler

Members absent: Maryka Baraka, Trisha Crowley, and Michael La Due

Library staff present: Brittany Millington, Amy Al-Shabibi, Jill Bouvet, Nanette Donohue, Tricia Duzan, Essie Harris, Debbie Keith, and Evelyn Shapiro

Visitors present: Dan Modzelewski and Kelly Stretesky

3. Approve the Agenda:
 - MOTION by Malik to approve the agenda as presented; seconded by Lansford. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, July 20, 2022
 - MOTION by Lansford to approve the minutes of July 20, 2022 as presented; seconded by Foellmer. All: Aye.
5. Director's Report:
 - a. Library Updates
 - Millington reported that July was an exciting month with more than 2,500 people attending programs including the Summer Reading Program finale. The Friday Night Jam Session at Douglass Branch was well attended. Danté and Essie have spent a lot of time preparing, and it was great to see community members showcasing their talent.

Pearson arrived at 5:35 p.m.

- Millington stated that The Studio bids for construction and furniture have gone out and will be opened on August 30. The construction managers will take a few weeks to review the

submissions, and will make recommendations to the Board at the September meeting. There will be eight to ten contracts to approve. If there is a delay, it is possible we may need to schedule contract approvals for a later meeting.

- Millington stated that candidates for the Deputy Director position have been invited onsite. Zoom interviews were held for the Development Director position.

b. Summer Reading Program Wrap Up/Fall Programming (Evelyn Shapiro, Promotions Manager):

- Shapiro presented a slide show of summer programming and upcoming programming for fall.

6. Committee and Liaison Assignments for FY 2022-2023 (Katie Blakeman, President):

- Blakeman assigned the following Board members to committees:

Standing Committee on Budget and Finance

Baraka, *Chair*, Foellmer, and Malik

Standing Committee on Personnel

Crowley, *Chair*, La Due and Pearson

Standing Committee on Policy

Pearson, *Chair*, Lansford, and Sandler

Nominating Committee:

Lansford, *Chair*, Baraka, and Pearson

Official Representative to Foundation Board

Charles Lansford

Liaison to Friends of the Champaign Public Library

Katie Blakeman

The President serves *ex officio* on each committee.

7. FY2021/22 IPLAR (Illinois Public Library Annual Report):

- MOTION by Lansford to approve the FY2021/22 IPLAR as presented; seconded by Foellmer.
All: Aye.

8. FY2022/23 Proposed Revised Budget and Personnel Complement:

Operating Budget

For the year ending June 30, 2022, anticipated property taxes of \$121,784 were not received until July 1. Funds are included in the rebudget for FY23. In addition, unexpected revenues of \$63,922 for Corporate Replacement Tax and approximately \$20,000 were received for a Health and Wellness refund.

Expenditures in FY2021/22 were under budget by about \$110,500. The Library's FY2022/23 proposed revised Operating Budget includes a re-budget of FY23 revenues and expenditures as follows:

1. Increase property tax revenue by \$121,784 to account for funds not received FY22.
2. Net decrease in personnel of \$22,600 including savings from Deputy Director, Development Director, and a few other vacant positions and increasing the Development Director from 30 to 38 hours.
3. Increase program supplies and presentation by \$37,010 to cover Summer Reading costs not expensed FY22 and an increase in other programs as the Library returns to normal service activities.
4. Add \$49,640 to minor computer equipment to purchase iPads, charging stations, software, gaming systems, etc. for The Studio Project.
5. Add \$25,000 to Telecommunications to increase bandwidth for The Studio Project.
6. Add \$16,663 to General Building and Ground/HVAC to continue the HVAC contract at the premium level.
7. Increase LAN Maintenance by \$23,788 to cover costs for an updated cataloging product and Adobe licenses for computer equipment in The Studio Project.
8. Increase fund balance by \$66,138.

The ending fund balance meets the 10% guideline from City Finance.

Capital Fund Budget

The Library's Capital Fund ended FY2021/22 with about \$48,300 in surplus funds from projects deferred until FY2022/23. The FY2022/23 proposed revised Capital Budget includes re-allocation of those funds to complete projects budgeted in FY2021/22 and to purchase computer equipment for The Studio Project.

Gift and Endowment Funds Budget

The FY23 revised Gift and Endowment Fund Budget realigns the revenues and expenditures to correspond with expected gift funded programs and the completion of The Studio Project.

Per Capita Grant Fund Budget

The FY23 revised Per Capita Fund Budget includes adding \$28,926 to the FY22 grant award in correlation to the notice received from the Secretary of State's office. These funds will be used for e-content purchasing.

- MOTION by Malik to approve the FY2022/23 Proposed Revised Budget and Personnel Complement as presented; seconded by Sandler. All: Aye.

9. Financial Reports:

a. Approve "Check Summary," "Check Register," and "Handwritten Checks" for July 2022:

- MOTION by Lansford to file the check summary, check register, and handwritten checks for July 2022 as presented; seconded by Pearson. All: Aye.

There were no public comments.

b. FY2022-2023 Financial Statements:

- MOTION by Malik to accept the July 2022 financials as presented; seconded by Sandler. All: Aye.
- There were no public comments.

10. Correspondence and Communications:

None.

11. Committee and Liaison Reports:

a. Champaign Public Library Foundation

- Lansford was unable to attend the meeting. Millington noted the report from a Busey representative stated that the Foundation is doing well.

b. City Council

- Foellmer reported that there was discussion about using McKinley Field for one varsity game this year. The Council approved a low barrier homeless shelter through Champaign Township and the goal is to have it open on November 1st for 50 men and 10 women.

c. Friends of the Champaign Public Library:

- Blakeman stated that the Friends did not meet this month. The Friends do not meet in August or December. They will meet in September.

12. Comments from the Audience:

- Dan Modzelewski stated he and his wife recently moved to Champaign from Shelbyville. They fell in love with this library. The amount of services offered and the efficiency of the Board meeting is amazing. He would love to see a place in the book store where artists could sell their artwork.
- Kelli Stretesky of Champaign stated that she is an artist and said that it would be a wonderful

opportunity for people to share what they create. Following up on the homeless shelter, she asked what we can do to contribute something for people who have chronic lifetime problems.

13. Comments from the Board:

- Lansford will be out of town for the September meeting. Blakeman also indicated she would not be available. If the meeting needs to be rescheduled, we will need to obtain a quorum and Pearson could preside over the meeting if available.

14. Next Meetings or Events:

- Regular Meeting, September 21, 2022, 5:30 p.m., Douglass Branch Library, 504 E. Grove St., C
- Regular Meeting, October 19, 2022, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, November 16, 2022, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- December – No meeting

15. Adjournment:

- MOTION by Malik to adjourn at 6:19 pm.; seconded by Pearson. All: Aye.

Respectfully submitted,

Katie Blakeman, President

Michael La Due, Secretary

Jill Bouvet, Recorder