



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 18, 2021**

1. The meeting was called to order at 5:32 p.m. by President Blakeman.
2. Members present: Maryka Baraka, Katie Blakeman, Michael La Due, Charles Lansford, and Craig Rost

Members absent: Trisha Crowley, Michael Foellmer, Rajeev Malik, and Minnie Pearson

Library staff present: Donna Pittman, Jill Bouvet, Tricia Duzan, Essie Harris, Debbie Keith, Brittany Millington, Mike Rogalla, and Evelyn Shapiro

Visitors present: S. Underwood
3. Approve the Agenda:
 - MOTION by La Due to approve the agenda as presented; seconded by Lansford. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, July 21, 2021
 - MOTION by Lansford to approve the minutes as presented; seconded by La Due. All: Aye.
5. Director's Report:
 - a. General Updates
 - Pittman was contacted by the County Clerk to see if the Library could be used as an early voting site in June of 2022. It will involve use of a first floor meeting room for six days (early set up, three days for the election, and a day to take down) and extra hours for staff on voting day and on the Sunday before. There was general agreement about providing this service; Pittman will let the County Clerk know the Library will serve as a three-day early voting site.
 - The Nate and Lilly Story Room has been recarpetered and TeenSpace recarpetering will be done by August 29.

b. Patron Point (Amy Al-Shabibi, Technology Manager):

- Al-Shabibi presented an introduction of the Patron Point marketing product which will allow the library to communicate more effectively with customers through personalized notices; alert notices; reading recommendations; welcome emails; account renewals; and online library card applications and renewals.

6. FY2020/21 IPLAR (Illinois Public Library Annual Report):

- MOTION by Rost to accept and file the FY2020/21 IPLAR as presented; seconded by La Due. All: Aye.

7. FY2021/22 Proposed Revised Budget and Personnel Complement:

Operating Budget

- Expenditures in FY2020/21 were under budget by about \$160,000. The Library's FY2021/22 proposed revised Operating Budget includes a re-budget of FY22 revenues and expenditures as follows:
 - Reduce property tax revenue by \$552,678.
 - Increase Corporate Replacement Tax due to a revised projection by City Finance.
 - Increase fines and fees revenue by \$15,000 to reflect actuals received FY21.
 - Increase personnel by \$57,100 to meet staffing needs by temporarily increasing hours of part-time staff in Adult, Access and Children's and adding .95 FTE to replace a part-time staff member with a full-time staff member at the Douglass Branch and add a part-time Library Associate to Adult Services.
 - Decrease library materials by \$56,592. This will not change overall funding for materials as \$38,355 will be covered by Endowment funds received from the Library Foundation and \$18,237 will be covered by an increase in funding from the Per Capita Grant.
 - Increase professional development by \$35,000 to allow staff to participate in more trainings and conferences, including American Library Association, Public Library Association and Illinois Library Association.
 - Reduce electrical utilities by \$25,000. This reflects an actual decrease in utility fees FY21.
 - Remove \$350,000 City Fund Transfer due to the fact that the loan was not needed in FY21.
 - Reduce Library Capital Fund Transfer to meet required transfer of 3% of Operating Fund to Capital Fund.

Capital Fund Budget

- The Library's Capital Fund ended FY2021/22 with about \$40,800 in surplus funds from projects deferred until FY2021/22. The FY2021/22 proposed revised Capital Budget includes re-allocation of those funds to complete projects scheduled in FY2020/21 including the TeenSpace lighting project, two-factor authentication implementation, and payment of the final amount due on the conveyor project. The net difference is a decrease in the ending fund balance of about \$24,000.

8. Committee Assignments for FY2021-22:
 - This item was deferred to the September meeting.
9. Financial Reports:
 - a. Approve “Check Summary”, “Check Register” and “Handwritten Checks” for July 2021:
 - MOTION by Lansford to file the check summary, check register, and handwritten checks for July 2021 as presented; seconded by La Due. All: Aye.
 - b. FY2021-2022 Financial Statements:
 - MOTION by Rost to accept the July 2021 financials as presented; seconded by Baraka. All: Aye.
10. Correspondence and Communications:
 - None.
11. Committee and Liaison Reports:
 - a. Champaign Public Library Foundation:
 - No meeting.
 - b. Friends of the Champaign Public Library:
 - No meeting.
17. Comments from the Audience:
 - None.
18. Comments from the Board:
 - The next meeting is scheduled to be in person at the Douglass Branch Library. Blakeman will inform the Board if it is able to meet virtually or if it is still required to meet in person.
19. Next Meetings or Events:
 - Regular Meeting, September 15, 2021, 5:30 p.m., Douglass Branch Library, 504 E. Grove St., C
 - Regular Meeting, October 20, 2021, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
 - Regular Meeting, November 17, 2021, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
 - December 2021 - No Meeting
20. Adjournment:
 - MOTION by La Due to adjourn at 6:12 p.m.; seconded by Baraka. All: Aye.

Respectfully submitted,

Katie Blakeman, President

Michael La Due, Secretary

Jill Bouvet, Recorder