

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
February 15, 2023**

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

Members absent: Trisha Crowley

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

Visitors present: None

3. Approve the Agenda:
 - MOTION by Lansford to approve the agenda as presented; seconded by Malik. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, January 18, 2023
 - MOTION by La Due to approve the minutes of January 18, 2023 as presented; seconded by Lansford. All: Aye.
5. Director's Report:
 - a. The Studio Project Update
 - Millington noted that in the Director's Report, several larger community events are returning since the pandemic such as the Community Job Fair with more than 30 local employers participating. For the first time in three years, the Battle of the Books is returning next Saturday, February 28.
 - b. The Studio Change Orders:
 - Millington reported that construction on The Studio is going very well. There will be a few adjustments to the timeline with final completion expected in mid-July, 2023. Millington shared

a listing of change orders that will be included in the Director's Report as part of the ongoing construction project.

6. Meeting Room Carpet Project Resolution:

- Millington reported that meeting rooms A, B, and C have original carpet tiles that are cleaned and replaced regularly. Existing carpet tile inventory is depleting and the current pattern has been discontinued. Funds were allocated in the FY23 Capital budget for carpet tile replacement. With the approval of the Meeting Room Carpet Project Resolution, the Library will post a Request for Proposals (RFP). The installation would not begin until after The Studio project is complete.
- MOTION by Malik to approve the Meeting Room Carpet Project Resolution as presented; seconded by Pearson. All: Aye.

7. Staff Development Day:

- Millington explained that every year the Board is asked to approve closing both branches of the Library for Staff Development Day on the Friday of Veteran's Day. It is a day of learning, training, morale building, and a great opportunity to practice safety drills. As we get closer to the date planned for November 10, 2023, our keynote speaker will be shared.
- MOTION by La Due to approve closing both branches on November 10, 2023 for Staff Development Day as presented; seconded by Malik. All: Aye.

8. Financial Reports:

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

- MOTION by Lansford to file the check summary, check register, and handwritten checks for January 2023 as presented; seconded by Malik. All: Aye.

b. FY2022-2023 Financial Statements:

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

9. Correspondence and Communications:

None.

10. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Lansford reported that the Finance committee met and things are going well.

b. City Council

- Foellmer stated a study session was held last night regarding Council goals. Anyone is welcome to review the document on the City's website.

c. Friends of the Champaign Public Library:

- Blakeman announced that the Friends are expanding their hours to include Thursday hours.

Baraka arrived at 5:47 pm

- Blakeman noted that sales are good, and online sales have been successful. The Friends plan to recognize long-time volunteers who are retiring.

11. Comments from the Audience:

- None.

12. Comments from the Board:

- Malik asked how the determination is made to close the library when storms are predicted such as the recent closing two days before Christmas Eve and Christmas day.
- Millington stated that National Weather Service calls are attended to learn what is anticipated and what is recommended. Millington checks with Public Works at the City of Champaign to learn more about the local impact and anticipated road conditions. Millington checks with other organizations such as the City of Champaign, the Urbana Free Library, and Unit 4 to learn their approach to the anticipated impact. Millington utilizes the expert guidance and advice to make a decision to ensure staff and public safety. Library staff are aware that weather-related decisions are typically made by 6 am on the morning of the impact. The December situation was unique with the severe temperatures, wind chill, and ice. In this particular case, the storm was strong enough that the decision was made ahead of time based on the forecast and advice.

13. Next Meetings or Events:

- Budget & Finance Committee, Feb. 23, 2023, Noon, Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, March 15, 2023, 5:30 p.m., Douglass Branch Library, 504 E. Grove St., C
- Regular Meeting, April 19, 2023, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, May 17, 2023, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library

14. Adjournment:

- MOTION by Sandler to adjourn at 5:52 pm; seconded by Malik. All: Aye.

Respectfully submitted,

Katie Blakeman, President

Michael La Due, Secretary

Jill Bouvet, Recorder