

*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  
February 16, 2022**

1. The meeting was called to order at 5:31 p.m. by President Blakeman.
2. Members present: Maryka Baraka, Katie Blakeman, Michael Foellmer, Michael La Due, and Charles Lansford  
  
Members absent: Trisha Crowley, Rajeev Malik, and Minnie Pearson  
  
Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Nanette Donohue, Essie Harris, Debbie Keith, Brittany Millington, Mike Rogalla, and Evelyn Shapiro  
  
Visitors present: Kathryn Cataldo
3. Approve the Agenda:
  - MOTION by Lansford to approve the agenda as presented; seconded by Baraka. All: Aye.
4. Approve the Minutes:
  - a. Regular Meeting Minutes, January 19, 2022
    - MOTION by Lansford to approve the minutes as presented; seconded by La Due. All: Aye.
5. Director's Report:
  - a. Programming Planning Update (Brittany Millington, Deputy Director):
    - Millington shared the plan for transitioning to normal services and programming while following OSHA and CDC guidelines for COVID-19. On February 28, the mask mandate will be lifted.
  - b. Audiovisual Materials Plan (Nanette Donohue, Collection Manager):
    - Pittman stated that as we prepare for The Studio Project, the public stairway from the first floor to the lower level will cut through the current new materials and AV area and some shelving will be eliminated. Staff is planning for this change and Nanette Donohue will explain the rationale behind the plans to reconfigure this area.

- Donohue stated that the current section of DVDs and CDs was designed in 2008 and many things have changed since then. She shared circulation statistics that demonstrate how demand for CDs, audiobooks, and DVDs has dropped significantly over the past few years. Because of that, staff will be weeding out items that aren't circulating, are in poor condition, or have multiple copies. It is likely that each of these formats will go away completely in the future, with CDs being the first. The plan is to continue to monitor circulation trends, make best use of the limited "prime real estate" space and create the most attractive way to display these materials.

6. FY2022/23 Proposed Budget and FY2021/22 Proposed Revised Budget:

- Keith discussed the highlights of the current year's budget and proposed budget. The next steps will be to review the proposed budget with the City Manager and Finance Director.
- MOTION by Lansford to approve the FY2022/23 Proposed Budget and the FY2021/22 Proposed Revised Budget as presented; seconded by Foellmer. All: Aye.

7. Financial Reports:

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

- MOTION by Baraka to file the check summary, check register, and handwritten checks for January 2022 as presented; seconded by Foellmer. All: Aye.

b. FY2021-2022 Financial Statements:

- MOTION by Lansford to accept the January 2022 financials as presented; seconded by La Due. All: Aye.

8. Correspondence and Communications:

- Pittman forwarded correspondence to the Board from Amy Campbell who asked when middle school students will be allowed back in the library without adult supervision. Blakeman stated that the Board would respond to Ms. Campbell. Pittman will draft a response.

9. Committee and Liaison Reports:

a. Friends of the Champaign Public Library:

- Blakeman reported that the Friends have decided to hold their Board meetings bimonthly instead of monthly. Their next regular meeting will be in April. They will meet in June for their annual meeting. The Friends agreed to make a gift of \$25,000 in support of the Summer Reading Program and Juneteenth.

b. City Council:

- Foellmer reported that the Council formally approved the gun violence reduction blueprint and assigned \$3.2 million to local organizations. As part of the efforts to reduce gun violence, the City's Neighborhood Services department will hire Neighborhood Ambassadors to connect with the community.

10. Comments from the Audience:

- None.

11. Comments from the Board:

- Blakeman stated that she gave a presentation to her daughters' Girl Scout troops regarding roles in the community, careers, and volunteering. As she explained to the girls that she volunteers on the Library Board of Trustees, they talked about the library. The girls were excited to discuss Take and Make kits and were interested to learn that the Board changed the policy on late fees. They were proud of the Library for taking those measures.
- Lansford mentioned that his grandchildren have missed the Library so much.

12. Next Meetings or Events:

- Regular Meeting, March 16, 2022, 5:30 p.m., Douglass Branch Library
- Regular Meeting, April 20, 2022, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
- Regular Meeting, May 18, 2022, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library

13. Closed Session: Personnel:

- MOTION by Lansford 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 La Due. All: Aye.
- The Board entered closed session at 6:23 p.m.
- Roll call vote was obtained.
- The Board discussed a personnel matter.
- MOTION by Lansford to return to open session, seconded by Baraka. All: Aye.

14. Adjournment:

- MOTION by Foellmer to adjourn at 6:53 p.m.; seconded by La Due. All: Aye.

Respectfully submitted,

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Katie Blakeman, President

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Michael La Due, Secretary

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Jill Bouvet, Recorder