

**Agenda Item #4 (a)**

**Library Board of Trustees  
Minutes of Meeting  
Online Meeting Held via Zoom Webinar  
February 17, 2021**

1. The meeting was called to order at 5:30 p.m. by President Lansford.
2. Members present: Maryka Baraka, Katie Blakeman, Trisha Crowley, Michael La Due, Charles Lansford, Rajeev Malik, Minnie Pearson, Craig Rost, and Greg Stock  
  
Members absent: None  
  
Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Nate Hawkins, Kathie Kading, Debbie Keith, Essie Harris, Kristina Hoerner, Brittany Millington, Amanda Raklovits, Mike Rogalla, and Evelyn Shapiro  
  
Visitors present: Kathryn Cataldo and Yi Yin
3. Approve the Agenda:
  - Hoerner indicated there were no comments.
  - MOTION by Crowley 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, January 20, 2021
    - Hoerner indicated there were no comments.
    - MOTION by La Due to approve the minutes as presented; seconded by Rost. Roll call vote was obtained. All: Aye.
5. Director's Report:
  - a. Library Updates:
    - Pittman expressed her appreciation to Larry Damski and the maintenance staff for clearing the ice and snow in bitter cold weather during the recent storm. Despite being closed on Monday and Tuesday, programs were offered in webinar format. There are 37 online programs being presented in the month of February including story times, business seminars, tech seminars, and career seminars. Webinars can now be viewed after the fact on the library's YouTube channel.

- Pittman reported on the dramatic increase in the use of e-resources during the past year.
- Pittman reported that the library has not received all of the property tax funding expected from the 2019 levy from the County Treasurer's Office. 97.8% of the levy has been received. The library typically receives 99.6% to 99.8% which would translate to an additional \$135,000 or \$150,000. The City is also affected and Pittman has been meeting with the Finance Director, City Manager, and City Attorney Kathryn Cataldo about the situation. Cataldo was present to answer questions.

b. Service to Teens Update (Kathie Kading, Teen Librarian):

- Kading reported on services being provided to teens, including virtual library cards for students and teachers giving access to the library's electronic resources; take-and-make craft kits; remote 3-D printing; and book bundles.
- Pittman stated that the children's staff has completed over 11,000 book bundles for kids and teens over the past few months.

6. Policy Review:

a. Materials Selection Policy

- Hoerner indicated there were no comments.
- Pittman noted that three policies were being presented for the Board to review.
- There were no changes recommended by staff to the Materials Selection Policy at this time.
- MOTION by Malik to approve the Materials Selection Policy after review; seconded by La Due. Roll call vote was obtained. All: Aye.

b. Library Card Registration Policy

- Hoerner stated there were no comments.
- Pittman recommended changing limitations on reciprocal borrowers from 10 items to 20 items to help with overcrowding of our shelves and keep customers from bumping up against the 10 item limit which requires staff assistance.
- MOTION by Pearson to approve the policy as revised, seconded by Rost. Roll call vote was obtained. All: Aye.

c. Loan Periods:

- Pittman shared loan period information, which has been tweaked from time to time due use patterns. One change is that Chromebooks/hotspots/iPads will all have a two-week checkout period. Rental collections (rental books and rental DVDs) will be eliminated in July. This change is proposed in the budget presented this evening.

d. Privacy and Confidentiality Policy:

- Hoerner indicated there were no comments.
- Pittman recommended eliminating statements under Confidentiality of Library Records regarding “reserved materials will be released to family members upon presentation of an absent family member’s card” and that “payment of fees by other family members will be accepted without identification” which are problematic due to the definition of “family members” and the fact that current practices do not require a physical card. A cardholder can designate someone else to retrieve and check out their reserved materials or pay their fees without staff intervention.
- MOTION by Malik to approve changes to the Privacy and Confidentiality Policy as recommended; seconded by Crowley. Roll call vote was obtained. All: Aye.

7. FY 2021/22 Proposed Budget and FY 2020/21 Proposed Revised Budget:

- Hoerner indicated there were no comments.
- Pittman stated that she, Keith, and Millington, met with the City Finance Director and City Manager regarding the Library’s proposed budget and they did not have any comments or concerns. In April, a revised budget will be presented (if needed) for FY2021/2022 and will include the Personnel Complement and Salary Schedule for the Board to review at that time.
- Keith was introduced to review the revised budget for FY2020/21 and proposed budget for FY2021/22.
- MOTION by Baraka to approve the FY2021/2022 Proposed Library Budget and FY2020/21 Proposed Revised Budget as presented; seconded by Rost. Roll call vote was obtained. All: Aye.

8. Paid Holidays for Part-Time Staff:

- Hoerner indicated there were no comments.
- Pittman recommended that Page staff be included in the paid holiday schedule beginning with the Memorial Day holiday in May. These staff members do not receive sick leave, vacation leave, or holiday pay. Offering this benefit will help morale, as these staff members often lose wages when the library is closed and they cannot work their normally scheduled hours. Staff who work up to 19 hours a week would receive three hours of paid holiday time for each of the eight established library holidays.
- MOTION by Rost to approve paid holidays for Page staff as recommended; seconded by Pearson. Roll call vote was obtained. All: Aye.

9. Financial Reports:
  - a. Approve “Check Register” and “Handwritten Checks” for January 2021:
    - MOTION by Pearson to file the check register, handwritten checks, and check summary for January 2021 as presented; seconded by Stock. Roll call vote was obtained. All: Aye.
  - b. 2020-2021 Financial Statements:
    - MOTION by Malik to accept the January 2021 financials as presented; seconded by Baraka. Roll call vote was obtained. 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:
    - Lansford reported the Friends are anxious to reopen the FriendShop while being cautious about Covid-19.
12. Comments from the Audience:
  - Hoerner indicated there were no comments.
13. Comments from the Board:
  - Lansford gave a general thumbs up to staff for keeping the library operating during the weather issues and Covid-19.
14. Next Meetings or Events:
  - Regular Meeting, April 21, 2021, 5:30 p.m., via Zoom Webinar
  - Proposed Budget to City Council, Tuesday, May 11, 2021, 7:00 p.m., via Zoom Webinar
  - Regular Meeting, May 19, 2021, 5:30 p.m., via Zoom Webinar
  - Budget Adoption, Tuesday, June 15, 2021, 7:00 p.m., via Zoom Webinar
  - Regular Meeting, June 16, 2021, 5:30 p.m., via Zoom Webinar

15. Adjournment:

- MOTION by Stock to adjourn the meeting; seconded by Malik. Roll call vote was obtained. All: Aye. The meeting was adjourned at 6:54 p.m.

Respectfully submitted,

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Charles Lansford, President

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Michael La Due, Secretary

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Jill Bouvet, Recorder