

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
January 17, 2024**

1. The meeting was called to order at 5:35 p.m. by President Blakeman.
2. Members present: Maryka Baraka, Katie Blakeman, Trisha Crowley, Michael La Due, Charles Lansford, Rajeev Malik, Minnie Pearson, and Chaya Sandler

Members absent: Michael Foellmer

Library staff present: Brittany Millington, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Essie Harris, Jordan Neal, Michael Rogalla, and Jennifer Sutton

Visitors present: None

3. Approve the Agenda:

- MOTION by Malik to approve the agenda as presented; seconded by Baraka. All: Aye.
- There were no public comments.

4. Approve the Minutes:

- a. Regular Meeting Minutes, November 15, 2023
- b. Special Meeting Minutes, December 13, 2023

- MOTION by Lansford to approve the regular minutes of November 15, 2023 and the Special Meeting minutes of December 13, 2023 as presented; seconded by Pearson. All: Aye.
- There were no public comments.

5. Director's Report:

- Millington stated that we held a local author fair earlier this month for authors to discuss and sell their books. There were 16 local authors who participated. We have local talent and there was a lot of interest, good attendance, and media coverage. Thanks to our Adult Services staff for hosting the program.

- Millington announced that the Library was awarded a \$50,000 grant from the Illinois Department of Commerce and Economic Opportunity (DCEO). This is a legislative appropriation from the state senate. In December, a grant manager was assigned and after discussion on how funds can be utilized, the funds will be used for the Douglass maker project.

a. Strategic Plan Progress Report:

- Millington shared that the opening of The Studio was a big highlight from the strategic plan progress report. The Studio has been open for a few months and has required a lot of staff to come together in the space to provide the programs and services. There are 200+ kids in the space during each week day and also 40-60 customers on weekends.
- Millington noted that we provide a strategic progress report every six months. The final report for the current plan will be issued in November.

6. Strategic Plan Consultant Request for Proposals (RFP) and Resolution:

- Millington explained that it is time to start thinking about the next strategic planning process for years 2025 – 2028. The Resolution will give Millington the authorization to post an RFP.
- MOTION by Malik to approve the Resolution for the Strategic Planning Consultant as presented; seconded by Pearson. All: Aye.
- Blakeman asked for volunteers who are interested in serving the Board's Strategic Planning Board committee. Members who volunteered were: Baraka; Lansford; Malik; Sandler; and Blakeman.

7. Early Closing on October 10, 2024:

- MOTION by Lansford to approve closing the Main Library and Douglass Branch at 5 p.m. on Thursday, October 10, 2024 to prepare for the Great Author program featuring Ken Liu as presented; seconded by Baraka. All: Aye.

8. Staff Development Day:

- MOTION by Malik to close the Main Library and Douglass Branch on Friday, November 8, 2024 for all day staff training as presented; seconded by Baraka. All: Aye.

9. Financial Reports:

a. Approve Summary of Checks and Check Register for January 2024:

- MOTION by Lansford to file the check summary and check register for November and December 2023 as presented; seconded by Sandler. All: Aye.
- There were no public comments.

- b. FY2023-2024 Financial Statements:
 - MOTION by Baraka to accept the November and December 2023 financials as presented; seconded by Pearson. All: Aye.
 - There were no public comments.
- 10. Committee and Liaison Reports:
 - a. Champaign Public Library Foundation:
 - Lansford reported that the Foundation Board met last week and at that point The Studio payments to contractors were complete. The Board will stay with the same investment strategy as the past few years.
 - b. City Council:
 - No report.
 - c. Friends of the Champaign Public Library:
 - Crowley reported that the Friends met today and will add a day to their schedule which will be on Sundays from 1 – 4 pm. The Friends approved \$30,000 to the Library for the summer reading program.
- 9. Comments from the Audience:
 - None
- 10. Comments from the Board:
 - Malik stated that he is impressed with the Studio. His family was also amazed at how well it turned out.
 - Blakeman stated that her daughter's Girl Scout Troop made ornaments and collectables in The Studio as part of their December project. They were selling their items for donations to the Eastern IL Food Bank. They raised \$700 and were able to provide several pallets of food.
- 11. Next Meetings or Events:
 - Regular Meeting, February 21, 2024, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
 - Regular Meeting, March 20, 2024, 5:30 p.m., Douglass Branch Library
 - Regular Meeting, April 17, 2024, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- 12. Adjournment:
 - MOTION by Malik to adjourn at 6:11 pm; seconded by Sandler. All: Aye.

Respectfully submitted,

Katie Blakeman, President

Michael La Due, Secretary

Jill Bouvet, Recorder