

**Agenda Item #4 (a)**

**Library Board of Trustees  
Minutes of Meeting  
Online Meeting Held via Zoom Webinar  
January 20, 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, Debbie Keith, Essie Harris, Kristina Hoerner, and Brittany Millington  
  
Visitors present: Kathryn Cataldo
3. Approve the Agenda:
  - Hoerner indicated there were no comments.
  - MOTION by Baraka to approve the agenda as presented; seconded by Rost. Roll call vote was obtained. All: Aye.
4. Approve the Minutes:
  - a. Regular Meeting Minutes, November 18, 2020
    - Hoerner indicated there were no comments.
    - MOTION by Blakeman to approve the minutes as presented; seconded by Pearson. Roll call vote was obtained. All: Aye.
5. Director's Report:
  - a. Library News and Updates:
    - Pittman shared that the library has been named a star library once again by Library Journal. This is the 12th time CPL has been named a star library. This recognition is based on number of visitors, computer use, checkouts, and other statistics.
    - Pittman announced that the library is receiving a \$10,000 grant from Champaign Rotary to purchase 20 additional hot spots and chrome-books to better meet the community's need for internet access.

- Pittman reported that the Foundation received a \$78,000 unrestricted estate gift recently. Due to the FriendShop being closed during the pandemic, it was good timing to receive this unexpected gift which will be used to support programs and services normally funded with Friends gifts.
- b. Tentative Reopening Plan (Brittany Millington, Deputy Director)
- Millington reported that the Library will reopen on Monday, February 1st with limited services. A “grab and go” service model will be followed, allowing customers to browse, select materials, and pick up their holds. Computers at main and Douglass will be available, socially distanced, with one hour time limits. Public seating will not be available. The Café will remain closed at this time. We will continue curbside service and be open Monday through Saturday from 9 am to 6 pm and Sundays from 12 to 6 pm at the main library. Douglass Branch hours are Monday through Friday from 10 am to 6 pm and Saturdays from 10 am to 4 pm. Mask enforcement and social distancing will be continued.
- c. Current Library Services and Usage (Tricia Duzan, Adult Services Manager)
- Duzan highlighted many of the services offered to customers including curbside service; issuing library cards over the phone and via chat; assistance with printing; faxing; copying and scanning; digital print service; and providing tax forms. Staff is monitoring phones, email, chat, social media messaging; providing assistance through Book a Librarian; answering educational and technical questions, including Covid-19 mitigation updates, housing and employment questions, online service questions, and many other reference questions. The Business Roundtable will begin again as a virtual morning coffee chat with local business owners on February 11 at 8 a.m.
  - Pittman stated that she is proud of how flexible, positive and supportive staff have been despite all of the changes the past year.
6. Financial Reports:
- a. Approve “Check Register” and “Handwritten Checks” for November/December 2020:
- MOTION by La Due to file the check register, handwritten checks, and check summary for November 2020 as presented; seconded by Malik. Roll call vote was obtained. All: Aye.
- b. 2018-2019 Financial Statements:
- MOTION by La Due to accept the November and December 2018 financials as presented; seconded by Stock. Roll call vote was obtained. All: Aye.
7. Correspondence and Communications:
- None.
8. Committee and Liaison Reports:
- a. Champaign Public Library Foundation:
- Rost reported that support to the Foundation has remained strong.

b. Friends of the Champaign Public Library:

- Lansford reported that the Friends were able to provide \$10,000 for the Summer Reading Program.

9. Comments from the Audience:

- None.

10. Comments from the Board:

- Lansford noted that officer elections and committee assignments were postponed due to board member appointments being delayed until recently due to the pandemic. The consensus of the Board was to keep the current slate of officers through this fiscal year.

11. Next Meetings or Events:

- Regular Meeting, February 17, 2021, 5:30 p.m., via Zoom Webinar
- Regular Meeting, March 17, 2021, 5:30 p.m., via Zoom Webinar
- Regular Meeting, April 21, 2021, 5:30 p.m., via Zoom Webinar

12. Adjournment:

- MOTION by Stock to adjourn the meeting; seconded by Malik. Roll call vote was obtained. All: Aye. The meeting was adjourned at 6:14 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