

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
July 21, 2021**

1. The meeting was called to order at 5:30 p.m. by President Lansford.
2. Welcome New Trustee Michael Foellmer, City Council Representative: Lansford welcomed Michael Foellmer to the Board.
 - Crowley introduced Nancy Rabel, new Assistant City Attorney.
3. Members present: Maryka Baraka, Katie Blakeman, Trisha Crowley, Michael Foellmer, Michael La Due, Charles Lansford, Rajeev Malik, and Minnie Pearson

Members absent: Craig Rost

Library staff present: Donna Pittman, Jill Bouvet, Tricia Duzan, Essie Harris, Debbie Keith, Brittany Millington, Mike Rogalla, and Evelyn Shapiro

Visitors present: Nancy Rabel and Natalie Frankenberg

4. Approve the Agenda:
 - MOTION by La Due to approve the agenda as presented; seconded by Malik. All: Aye.
5. Approve the Minutes:
 - a. Regular Meeting Minutes, May 19, 2021
 - b. Closed Meeting Minutes, May 19, 2021
 - c. Nominating Committee Minutes, June 24, 2021
 - MOTION by La Due to approve all three sets of minutes as presented; seconded by Blakeman. All: Aye.
6. Election of Officers (Nominating Committee)
 - The Nominating Committee submits the following slate for the Library Board officers:

President	Katie Blakeman
Vice-President	Minnie Pearson
Secretary	Michael La Due
Treasurer	Rajeev Malik

- Lansford called for other nominations and there were none.
- MOTION by Crowley to approve slate the officers for FY2021-2022 as presented; seconded by La Due. All: Aye.
- Lansford thanked the Board, City of Champaign and the people of Champaign for the privilege of serving on the Library Board and acting as its chair the past few years. Lansford transferred the gavel to Blakeman, the Library Board's new president.
- Blakeman thanked the Board for placing their trust in her for this role.

Baraka arrived at 5:35 p.m.

7. Director's Report:

a. General Updates

- Pittman reported that the Library is returning to in-person programming for adults. There will be no in-person programs for young children or middle school students offered at this point. However, we will continue online storytimes and Take and Make kits.
- An Adult program will be held on August 1 entitled "Worth a Shot" presented by three researchers from the U of I talking about COVID vaccinations.
- The Tuesdays at Ten program series will return in September. Fred Christensen, popular OLLI presenter, will conduct an eight week series titled *Exploring the Thames*.
- The FriendShop will be open five days a week beginning on August 1. The hours will be Wednesday through Sunday from Noon to 3 pm.

b. Strategic Plan Progress Report August 2018 – June 2021:

- Pittman reported that progress during the first three years of the plan is summarized for each goal. At the last meeting, the Board agreed to extend the plan another three years, through 2024.

c. Library Service Response to COVID-19 Pandemic:

- Pittman noted that the Director's Report is different this month in order to tell the story of how the Library has provided service through the pandemic. Special thanks to Deputy Director Brittany Millington, who has been the Library's point person for all things COVID, including personnel and safety policies related to the pandemic.
- Pittman reported that the monthly statistics summary also includes a summary from April 2020 to June 2021, showing month by month how community members used the Library.

8. Temporary Change to Rules of Conduct for Visitors Age 15 and Under:

- Pittman recommended the following temporary changes to the Rules of Conduct due to the crowds of kids who normally visit afterschool, primarily from Edison Middle School. Staff would be unable to monitor and enforce masking and social distancing for 100-200 young people.
- Rule #2: Children age 15 or under must be accompanied and supervised by an adult, age 18 or older, while visiting the Main Library, beginning on August 19, 2021.
- Rule #9: Keep "Parents or legal guardians are responsible for the behavior of their children while they are on library property." Remove "Children under the age of eight must be attended by a parent or other responsible caregiver in seventh grade or higher at all times while on library property." This is superseded by Rule #2.
- MOTION by Crowley to approve the temporary change to the Rules of Conduct as presented; seconded by Rajeev. All: Aye.

9. Amendment to Intergovernmental Agreement Between Champaign Community Unit School District No. 4 and Champaign Public Library Board of Trustees :

- Pittman stated in November 2019 the Library reached an Agreement with Unit 4 to pay for two part-time library staff members dedicated to afterschool supervision and activities for students. The Library normally billed the School District each month although the Library did not bill the last 15 months when school was not in session. The Amendment clarifies that the Library will not bill Unit 4 if it is not providing afterschool activities.
- MOTION by Crowley to approve the amendment to the Intergovernmental Agreement with Unit 4 as presented; seconded by Pearson. All: Aye.

10. Service to Non-Residents:

- Pittman stated that each year the Library Board is required to approve our Service to Non-Residents Policy regarding the fees that are charged for a Library card for people who do not live in the City of Champaign corporate limits or in any library district. The fee formula comes from the State and is updated each year. The cost of a non-resident library card is based on the taxable value of their property, multiplied by the tax rate of .004222. Fees may be paid on a monthly, quarterly, six month or annual basis.
- MOTION by Pearson to approve the non-resident fee as presented; seconded by La Due. All: Aye.

11. Board of Trustee Meeting Schedule and Locations:

- MOTION by Malik to approve the meeting schedule dates and locations as listed; seconded by Baraka. All: Aye.

12. Staff Development Day 2021:

- Pittman requested the Board's approval to close the Library on Friday, November 12, 2021 for the annual Staff Development Day. The Main Library and Douglass Branch would be closed the entire day.

- MOTION by Lansford to approve closing the Library on November 12, 2021 as presented; seconded by Malik. All: Aye.

13. Director's Salary: Cost of Living Increase:

- MOTION by Crowley on behalf of the Personnel Committee to increase the Director's salary by 2% to match the cost of living increase for all staff beginning July 1, 2021; seconded by La Due. All: Aye.
- Crowley stated Donna has done an outstanding job during the pandemic.

14. Financial Reports:

a. Approve "Check Summary", "Check Register" and "Handwritten Checks" for May and June 2021:

- MOTION by Lansford to file the check summary, check register, and handwritten checks for May and June 2021 as presented; seconded by Malik. All: Aye.

b. FY2020-2021 Financial Statements:

- Keith noted that the savings in expenditures for FY21 will be reallocated for FY22 and brought to the Board in a revised budget in August.
- MOTION by Lansford to accept the May and June 2021 financials as presented; seconded by Malik. All: Aye.

15. Correspondence and Communications:

- None.

16. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Pittman reported that the Foundation Board met last week and are working on a plan to help fund the proposed project for the Teen area in the lower level and will be talking to donors.

b. Friends of the Champaign Public Library:

- Lansford reported the Friends are reopening the FriendShop Noon to 3 pm. Wednesday through Sunday.

17. Comments from the Audience:

- None.

18. Comments from the Board:

- Blakeman welcomed new Assistant City Attorney, Nancy Rabel.
- The Café opens on July 26.

- Michael Foeller introduced himself and stated he works at the University of Illinois as an academic advisor and was recently elected to the City Council.
- Blakeman will send a survey of the various committees for members to choose from and will make appointments at next month's meeting.

19. Next Meetings or Events:

- Regular Meeting, August 18, 2021, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, September 15, 2021, 5:30 p.m., Douglass Branch Library, 504 E. Grove St., C
- Regular Meeting, October 20, 2021, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, November 17, 2021, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- December 2021 - No Meeting

20. Adjournment:

- MOTION by Malik to adjourn at 6:24 p.m.; seconded by Pearson. All: Aye.

Respectfully submitted,

Katie Blakeman, President

Michael La Due, Secretary

Jill Bouvet, Recorder