



## *Agenda Item #4 (a)*

**Library Board of Trustees  
Minutes of Meeting  
The Douglass Branch Library • 504 E. Grove Street • Champaign  
March 15, 2023**

1. The meeting was called to order at 5:30 p.m. by President Blakeman.
2. Members present: Maryka Baraka, Katie Blakeman, Trisha Crowley, Michael La Due, Charles Lansford, Rajeev Malik, and Minnie Pearson  
  
Members absent: Michael Foellmer and Chaya Sandler  
  
Library staff present: Brittany Millington, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Essie Harris, Jordan Neal, and Danté Scott  
  
Visitors present: None
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, February 15, 2023
    - MOTION by Lansford to approve the regular minutes of February 15, 2023 as presented; seconded by Malik. All: Aye.
  - b. Budget & Finance Committee Minutes, February 23, 2023
    - MOTION by Baraka to approve the Budget and Finance Committee minutes of February 23, 2023 as presented; seconded by La Due. All: Aye.
5. Director's Report:
  - a. The Studio Project
    - Millington reported that the annual Battle of the Books program had great participation with University Primary School taking home the trophy. The Community Job Fair had over 300 attendees and 30 employers with many connections being made in the community.

- The Friday Night Douglass Jam sessions had a fantastic number of attendees with 60 people participating.
- On April 6, the Library will host another great author, Lisa See. The Main Library and Douglass Branch will close early that day.

b. The Studio Change Orders:

- Millington reported that The Studio construction is going really well. A list of change orders were presented on the memo in the packet along with the vendor's name, a brief description for the change order that it pertains to, followed by a dash (not a subtraction symbol) and then the total or parenthesis indicating a credit.

c. COVID-19 Update (Tricia Duzan, Deputy Director)

- Duzan stated that in January, Governor Pritzker announced that the public health emergency will end on May 11 this year which aligns with the federal government's decision to end the emergency.

Crowley arrived at 5:32 pm

- The Library will follow the recommendations from City staff and Public Health. The COVID-19 leave currently in place will continue through June 11. The Library has removed all of the plexiglass barriers at public service desks and in staff areas.

d. Douglass Branch Update (Danté Scott, Library Assistant)

- Scott provided an update for Douglass Branch presenting the Friday Night Jam Session program every fourth Friday of the month. Scott explained that it is an opportunity for artists whether they are a beginner or an expert to jam together to showcase their talents. The sessions are held after hours at the Douglass Branch from 6 - 8 pm on the last Friday of each month.
- Scott announced the annual Juneteenth celebration will be held on Saturday, June 17. This year, Scott hopes to increase attendees, donations, and sponsors.

Pearson arrived at 5:41 pm.

6. Douglass Branch Maker Concept:

- Millington reported that as The Studio Project is underway at the Main Library, customers have asked about doing something similar at Douglass Branch. It was easy to identify the kitchenette area as a space that is being underutilized and could be used for a new creative space.
- Customers at the Branch would have the opportunity to use the whisper room sound booth for recording and podcasting. There could be 3D printers, laptops, add a few mobile VR stations to have access to games and education and training software.
- The architects have estimated a cost of \$167,000 and a three to four month process to complete. To move forward and develop a funding plan, Millington would like the Board's feedback and if positive, the architects would provide more specific renderings of the space which would then require a Resolution to go out for bidding.

- The consensus of the Board was to proceed with the exploration process for Douglass Branch.
7. Financial Reports:
- a. Approve “Check Summary,” “Check Register,” and “Handwritten Checks” for February 2023:
- MOTION by La Due to file the check summary, check register, and handwritten checks for February 2023 as presented; seconded by Malik. All: Aye.
- b. FY2022-2023 Financial Statements:
- MOTION by Malik to accept the February 2023 financials as presented; seconded by Baraka. All: Aye.
8. Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(c):
- La Due recommended that no closed minutes should be released at this time.
  - Roll call was obtained.
  - MOTION by La Due to retain the confidential closed minutes as discussed; seconded by Baraka. All: Aye.
9. Correspondence and Communications:
- None.
10. Committee and Liaison Reports:
- a. Champaign Public Library Foundation:
- Lansford reported that the Foundation Board approved liability insurance.
- b. City Council
- No report.
- c. Friends of the Champaign Public Library:
- Millington reported that the Friends membership is strong, and sales are going well. The Friends are excited to add hours in April on Thursdays from 12 to 3 pm with plenty of volunteers for those shifts.
11. Comments from the Audience:
- None
12. Comments from the Board:
- Pearson commented “well done” to the staff for programs happening at Douglass Branch.

13. Next Meetings or Events:

- Regular Meeting, April 19, 2023, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
- Regular Meeting, May 17, 2023, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
- Regular Meeting, June 21, 2023, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library

14. Adjournment:

- MOTION by Baraka to adjourn at 6:19 pm; seconded by La Due. All: Aye.

Respectfully submitted,

---

Katie Blakeman, President

---

Michael La Due, Secretary

---

Jill Bouvet, Recorder