

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

1. The meeting was called to order at 5:31 p.m. by President Lansford.
2. Members present: Maryka Baraka, Katie Blakeman, Trisha Crowley, Michael La Due, Charles Lansford, Rajeev Malik, Minnie Pearson, and Craig Rost

Members absent: Greg Stock

Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Debbie Keith, Essie Harris, Amanda Raklovits, Mike Rogalla, Evelyn Shapiro, Brandon Stokes, and Susan Winkler

Visitors present: Kay Nees and Natalie Frankenberg

3. Approve the Agenda:
  - Al-Shabibi indicated there were no comments from the audience.
  - MOTION by Malik to approve the agenda as presented; seconded by Pearson. Roll call vote was obtained. All: Aye.
4. Approve the Minutes:
  - a. Regular Meeting Minutes, February 17, 2021
    - Al-Shabibi indicated there were no comments from the audience.
    - MOTION by Crowley to approve the minutes as presented; seconded by Malik. Roll call vote was obtained. All: Aye.
5. Property Tax Revenues Update (Kay Nees, City of Champaign Finance Director):
  - Pittman introduced Kay Nees to address and answer questions about the delayed property tax distributions.
  - Nees indicated that the County Treasurer made adjustments to the 2019 tax levy in order to arrive at the amount being collected. Typically, there is a certain amount they adjust the levy by each year. This year, there were two categories, cancellations and prior year real estate taxes, (adjustments were \$386,000 and \$87,000 respectively) to the City's whole levy which includes the Library. These adjustments are about three times higher than what they normally are. The impact to the Library is a decrease of about \$120,000 in property taxes. Nees has been trying to follow up

with the County Treasurer to find out why these categories were so much high this year. Nees noted similar adjustments were made for the Unit 4 School District and the Township.

- Nees indicated the Treasurer's office is in the process of reviewing property tax revenues and collections over the last three years and completing the 2019 audit. Nees is hopeful that once their review is complete, more information will be provided. Late collections and distributions have had a negative impact on the cash flow to the City and Library.

6. Director's Report:

a. Library Updates:

- Pittman explained that services will be expanded on March 29 with customers able to use seating, study rooms and meeting rooms. Hours will be extended to 8 pm on Mondays through Thursdays at both the main library and Douglass Branch.
- Pittman noted that there are several vacant positions currently advertised.
- Pittman shared that the Friends plan to reopen the FriendShop on March 31 with hours on Wednesdays and Saturdays from noon to 3 pm.
- Pittman stated that the library is now a sponsor for the "Penny for your Thoughts" radio program with Brian Barnhart. He will be announcing library events and upcoming programs on Tuesday and Friday mornings.
- Pittman invited Evelyn Shapiro, Promotions Manager, to give an update about national recognition the library received recently thanks to Shapiro's efforts. Shapiro stated that the library is featured in "*Going Virtual: Programs and Insights from a Time of Crisis*" published by the American Library Association, which has examples of how libraries have gone virtual. The author contacted Shapiro about the library's popular Witchcraft virtual event last fall to include in the book. Shapiro also had an article published in a newsletter for library marketers regarding how the library revived it's YouTube channel, sharing the process, tips, and strategies.

b. Douglass Branch Update (Essie Harris, Douglass Branch Manager, and Amanda Raklovits, Librarian):

- Harris shared that she is a member of a local committee that is planning an African-American Cultural Heritage Trail. The goal is to create projects that tell the rich story of African-American history and their contributions to Champaign County. Harris, along with Tricia Duzan, Manager of Adult Services, is part of a committee forming a potential Community Read of Octavia Butler's *Parable of the Sower*, led by the Krannert Center for Performing Arts and local libraries. Danté Scott, Library Associate, serves on the Broadband Steering Committee and Arts Consortium. The Table Talk Book Club has many long-time members and continues to meet via Zoom webinar.
- Raklovits stated that the DIY Kids Take & Make kits have been successful along with free books given to help build home libraries. A Black History Makers Teen Trivia was held via Zoom. A Juneteenth themed Take & Make kit will be offered in June since the usual large event with the Park District will not be held this year.

c. Technology Training Programming (Susan Winkler, Technology Librarian):

- Winkler presented various types of technology, both basic and advanced classes, offered to community members.
- Post workshop emails are sent to participants expanding on questions asked during training sessions along with a link to the recorded session.
- Winkler stated anyone can use Book a Librarian to receive tech assistance as well as attend live webinars.

7. Policy Review:

a. Alcoholic Beverages Policy

- Al-Shabibi stated there were no comments from the audience.
- Pittman noted that three policies were being presented for the Board to review with no changes recommended.
- MOTION by La Due to approve the Alcoholic Beverages Policy with no changes after review; seconded by Blakeman. Roll call vote was obtained. All: Aye.

b. Petitioning Policy

- Al-Shabibi stated there were no comments from the audience.
- MOTION by Pearson to approve the Petitioning Policy with no changes after review, seconded by Rost. Roll call vote was obtained. All: Aye.

c. Reference Service Policy:

- Al-Shabibi indicated there were no comments from the audience.
- MOTION by Malik to approve the Reference Service Policy with no changes after review; seconded by La Due. Roll call vote was obtained. All: Aye.

8. Financial Reports:

a. Approve "Check Register" and "Handwritten Checks" for February 2021:

- MOTION by La Due to file the check register, handwritten checks, and check summary for February 2021 as presented; seconded by Blakeman. Roll call vote was obtained. All: Aye.

b. 2020-2021 Financial Statements:

- MOTION by Malik to accept the February 2021 financials as presented; seconded by Pearson. Roll call vote was obtained. All: Aye.

9. Correspondence and Communications:

- None.

10. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Rost reported that many generous donations have been received along with gifts from new donors.

b. Friends of the Champaign Public Library:

- Lansford reported that the FriendShop will reopen on Wednesdays and Saturdays from noon to 3 p.m. beginning on March 31.

11. Comments from the Audience:

- Al-Shabibi indicated there were no comments from the audience.

12. Comments from the Board:

- Blakeman thanked the library for being an important resource in establishing residency in Champaign by getting a library card. Her sister was visiting from out of state and needed to establish residency in order to receive the Covid-19 vaccine. A library card can be used as proof of residency and she was able to obtain the vaccine.
- Rost asked for links to the publications presented and thought the report from Douglass Branch staff was fantastic.
- Baraka appreciated the staff reports and appreciates how each group is pivoting and focusing on their target audience. Impressed by the creativity and commitment to best serve the community now. Fantastic job everyone.
- Pearson is pleased with main library and Douglass Branch staff and especially pleased with Danté Scott's achievements.
- Lansford commented that the staff presentations from the last two meetings have been excellent.

13. 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

14. Adjournment:

- The meeting was adjourned at 6:36 p.m. Roll call was obtained. All: Aye.

Respectfully submitted,

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Charles Lansford, President

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Michael La Due, Secretary

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Jill Bouvet, Recorder