

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
May 17, 2023**

1. The meeting was called to order at 5:39 p.m. by Vice President Pearson.
2. Members present: Maryka Baraka, Katie Blakeman, Trisha Crowley, Michael Foellmer, Michael La Due, Minnie Pearson, and Chaya Sandler

Members absent: Charles Lansford and Rajeev Malik

Library staff present: Brittany Millington, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Essie Harris, Debbie Keith, Jordan Neal, Michael Rogalla, Evelyn Shapiro, and Brandon Stokes

Visitors present: Natalie Frankenberg
3. Approve the Agenda:
 - MOTION by Crowley to approve the agenda as presented; seconded by La Due. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, April 19, 2023
 - b. Policy Committee Meeting Minutes, May 2, 2023
 - MOTION by Crowley to approve the regular minutes of April 19, 2023 and the Policy Committee minutes from May 2, 2023 as presented; seconded by La Due. All: Aye.
5. Director's Report:
 - a. The Studio Project Update
 - Millington reported that author Eric Litwin's visit and family concert was a huge hit. The next author the Library will host is Brenden Slocumb on October 12. Slocumb is the author of The Violin Conspiracy as well as Symphony of Secrets. He is an award-winning music teacher and speaks about how music saved his life as a young man. More information will be forthcoming.
 - The Summer Reading kickoff will take place on Sunday and will include sign ups, giveaways, games, and music.

- The Library received notification that the Per Capita grant will be \$130,000 this year, which is \$11,000 more than expected and budgeted. The funds will be used for materials, including the e-collection.
- The City Council received the Library's budget presentation on May 9. Members shared nice comments about the Library.
- Millington provided an update on The Studio project noting that work is coming along nicely. Concrete for the stairs is cured, and walls are being painted. The budget and timeline are on schedule, and we hope to have the space open and ready for the start of the school year.

Blakeman arrived at 5:43 pm.

6. Americans with Disabilities Act (ADA) Policy:

- Millington shared that the policies presented have been reviewed by staff, managers, and Kathryn Cataldo, City Attorney. The Policy Committee met and is recommending the Americans with Disabilities Act (ADA). The Library must have an ADA policy for compliance with the Illinois Public Library Standards 4.0 guidebook.
- Motion by La Due to approve the Americans with Disabilities Act (ADA) Policy as presented; seconded by Pearson. All: Aye
- There were no comments from the audience.

7. Petitioning Policy:

- Millington noted that the Petitioning Policy was updated with language that does not permit the distribution of consumables. The updated policy does not allow minors to be approached or anyone to obtain a minor's information without a guardian present. The Library is also a universal voting location, so standard language was added about Early Voting and Election Day guidance.
- MOTION by Crowley to approve the Petitioning Policy as presented; seconded by La Due. All: Aye.
- There were no comments from the audience.

8. Reference Service Policy:

- Millington stated the Reference Service Policy affirms the Library's commitment to providing reference services with privacy and professionalism. The policy outlines specific areas where staff will not provide advice or recommendation.
- MOTION by Crowley to approve the Reference Service Policy as presented; seconded by La Due. All: Aye.
- There were no comments from the audience.

9. Materials Selection Policy:

- Millington noted changes to the Materials Selection Policy including adding Section C to affirm the Library's commitment to serving our diverse community with regard to the collection. The language in Section D was also updated to align with the City's Human Rights Ordinance.
- Sections J and K have been updated to provide guidance to customers who wish to share their opinions about material in the collection. The Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and Statement on Labeling are attached and adopted as part of the policy following the American Library Association statements.
- MOTION by Crowley to approve the Materials Selection Policy and attachments as presented; seconded by Sandler. All: Aye.
- There were no comments from the audience.

10. Regular Library Board Meeting Schedule for FY23-24:

- MOTION by Crowley to approve the FY23-24 Library Board Meeting Schedule as presented; seconded by La Due. All: Aye.
- There were no comments from the audience.

11. Financial Reports:

a. Approve "Check Summary," "Check Register," and "Handwritten Checks" for April 2023:

- MOTION by Crowley to file the check summary, check register, and handwritten checks for April 2023 as presented; seconded by La Due. All: Aye.
- There were no comments from the audience.

b. FY2022-2023 Financial Statements:

- MOTION by Sandler to accept the April 2023 financials as presented; seconded by Pearson. All: Aye.

12. Correspondence and Communications:

None.

13. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Millington reported that the Foundation met earlier this month to discuss a preliminary plan for the Douglass Branch maker space concept.

b. City Council

- Pearson stated there was great public comment about the Library at the Council Study Session for the Library's budget. Members of the City Council shared personal stories about going to the Library and what a wonderful place it is for Champaign.

c. Friends of the Champaign Public Library:

- Millington reported that the Friends are preparing for their annual meeting on June 21 and agreed to a pledge of \$50,000 for the Douglass Branch Maker Space.

14. Comments from the Audience:

- None.

15. Comments from the Board:

- Crowley was very pleased to see an increase in visits over the last year on the statistics report, noting meeting room use is increasing. Crowley stated that it will be an advantage when The Studio is open which will open meeting rooms A & B for more use.
- Pearson stated that Juneteenth is coming up on Saturday, June 17 at Douglass Branch.
- Baraka asked if the Library is at, or above, pre-pandemic levels. Millington reported that the Library is close to pre-pandemic levels when there were about 2,000 visitors per day and now it is about 1,900 per day.
- Blakeman mentioned that she voted at the Library for the spring consolidated election and it was very easy and went beautifully.

16. Next Meetings or Events:

- Regular Meeting, June 21, 2023, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, July 19, 2023, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, August 16, 2023, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library

17. Adjournment:

- MOTION by Baraka to adjourn at 6:14 pm; seconded by Pearson. All: Aye.

Respectfully submitted,

Katie Blakeman, President

Michael La Due, Secretary

Jill Bouvet, Recorder