

Agenda Item #5 (a)

**Library Board of Trustees
Minutes of Meeting
Online Meeting Held via Zoom Webinar
May 19, 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, and Craig Rost

Members absent: None

Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Larry Damski, Tricia Duzan, Debbie Keith, Mike Rogalla, Evelyn Shapiro, and Brandon Stokes

Visitors present: Kathryn Cataldo and Natalie Frankenberg
3. Approve the Agenda:
 - MOTION by Crowley to approve the agenda as presented; seconded by Pearson. Roll call vote was obtained. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, April 21, 2021
 - Al-Shabibi indicated there were no comments from the audience.
 - MOTION by Malik to approve the minutes as presented; seconded by Baraka. Roll call vote was obtained. All: Aye.
5. Director's Report:
 - a. Library Updates
 - Pittman reported that the summer reading virtual kickoff was held with over 350 people signing up. May is the one year anniversary of virtual programming and curbside delivery.
 - b. Statistics Report:
 - Pittman reported that the use of ebooks is up 90%. Interesting statistics include 25,000 curbside deliveries by staff this past year, 13,000 books bundled for kids and teens, and 3,000 take-and-make craft kits were provided for preschoolers, kids, and teens. The Book-a-Librarian service has

served more than 500 community members. Business, job search and technology training webinars have been attended by more than 1,200 people. Over 100 virtual storytimes have been presented and 100 of the library's webinars are now available on the library's YouTube channel. These have received over 137,000 views, with and 5,800 hours of content watched.

- The Library budget was presented to the City Council. The budget will be formally adopted on June 15.

6. Board Meeting Dates for FY 21/22:

- Pittman noted that the list presented includes meeting rooms, which can be disregarded. The meeting locations will be confirmed once determined.
- Al-Shabibi indicated there were no comments from the audience.

7. Board of Trustee Bylaws Revisions:

- Pittman stated that she and Assistant City Attorney, Kathryn Cataldo, reviewed the current bylaws and are proposing changes noted in the document. Cataldo has updated the citations and references throughout the bylaws.
- Pittman reviewed the sections and noted the revisions.
- Al-Shabibi indicated there were no comments from the audience.
- Motion by Crowley to approve the revisions in the bylaws as presented; seconded by Pearson. Roll call vote was obtained. All: Aye.

8. 2018-2021 Strategic Plan Proposed Extension:

- Pittman stated that a report will be provided to the Board in July that will summarize the activities during the three years covered by the plan. Pittman recommends extending the plan to 2024 due to the 15 months under COVID restrictions and the fact that the plan should serve the library well for another three years.
- Al-Shabibi indicated there were no comments from the audience.
- MOTION by Malik to approve the extension of the Strategic Plan to 2024 as presented, seconded by Pearson. Roll call vote was obtained. All: Aye.

9. Rules of Conduct Change:

- Pittman stated that in August 2020, the Board adopted a two-part rule which required face coverings, except for those under age two. It also required children age 15 or under, to be accompanied by an adult age 18 or older. Due to a change in guidance from the CDC and the Governor about masking, the library stopped enforcing that rule last Friday. Pittman recommends that both parts of the rule be rescinded for now.
- Al-Shabibi indicated there were no comments from the audience.

- MOTION by La Due to rescind the COVID-19 rule in the Rules of Conduct regarding face coverings for children age 15 and under as presented; seconded by Rost. Roll call vote was obtained. All: Aye.

10. Financial Reports:

a. Approve “Summary”, “Check Register” and “Handwritten Checks” for April 2021:

- Keith explained several expenditures.
- Al-Shabibi indicated there were no comments from the audience.
- MOTION by Pearson to file the check summary, check register, and handwritten checks, for April 2021 as presented; seconded by Malik. Roll call vote was obtained. All: Aye.

b. 2020-2021 Financial Statements:

- Keith reported that a distribution of property taxes is expected by the end of June.
- MOTION by Baraka to accept the April 2021 financials as presented; seconded by Rost. Roll call vote was obtained. All: Aye.

11. Return to In-Person Meetings:

- Pittman invited Cataldo to comment about City Council and Boards and Commissions meetings and whether they need to be in person. Cataldo stated that on May 28 we will find out if the Governor’s order will remain in effect. In the meantime, the Board can continue to meet virtually if it chooses to do so.
- Pittman informed the Board that there are no action items planned for the June meeting and it is up to the Board if they would like to meet or not. If the Board does not meet until July, it gives the Board more time to determine whether to begin meeting in person again.
- Cataldo indicated that the Library could have a mask requirement at meetings if necessary.
- Lansford polled the Board regarding meeting in person. The consensus was to cancel the June meeting and see where we stand in July. At this time, Board members agree that meeting via Zoom is working well.
- Lansford suggested members will be polled in advance of the July meeting to decide if the meeting will be virtual or in person. Cataldo will provide updated information prior to the meeting.

12. Correspondence and Communications:

- None

13. Committee and Liaison Reports:
- a. Champaign Public Library Foundation:
- Rost reported that the Foundation Board met in person. They viewed the Teen Area presentation proposed for the lower level and discussed options for fundraising.
- b. Friends of the Champaign Public Library:
- Lansford reported the Friends met and were considering having a parking lot sale but decided it would not work at this time. Membership continues to rise.
14. Comments from the Audience:
- Al-Shabibi indicated there were no comments from the audience.
15. Comments from the Board:
- Pearson stated that Unit 4 has asked her to speak at the 5th grade graduation. She asked if it would be okay for her to film her speech at the library. Pittman stated it would be fine.
16. Closed Session: Evaluation of Library Director:
- MOTION by Crowley to enter into a closed session for “(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity” or (2) Collective negotiating matters between the public body and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(1) and 5 ILCA 120/2(c)(2), seconded by Malik. Roll call vote was obtained. All: Aye.
 - The Board entered closed session at 6:29 p.m.
 - The Board discussed Pittman’s evaluation.
 - The Board returned to open session at 6:41 p.m.
17. Next Meetings or Events:
- City Council Budget Adoption, Tuesday, June 15, 2021, 7:00 p.m.
 - Regular Meeting, July 21, 2021, 5:30 p.m.
 - Regular Meeting, August 18, 2021, 5:30 p.m.
 - Regular Meeting, September 15, 2021, 5:30 p.m.
18. Adjournment:
- The meeting was adjourned at 6:42 p.m.

Respectfully submitted,

Charles Lansford, President

Michael La Due, Secretary

Jill Bouvet, Recorder