

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
November 17, 2021**

1. The meeting was called to order at 5:34 pm by President Blakeman.
2. Members present: Maryka Baraka, Katie Blakeman, Trisha Crowley, Michael Foellmer, Michael La Due, and Minnie Pearson

Members absent: Charles Lansford, Rajeev Malik, and Craig Rost

Library staff present: Donna Pittman, Jill Bouvet, Amy Al-Shabibi, Nanette Donohue, Tricia Duzan, Essie Harris, Debbie Keith, Brittany Millington, Mike Rogalla, and Brandon Stokes

Visitors present: Natalie Frankenberg

3. Approve the Agenda:
 - MOTION by Crowley to approve the agenda as presented; seconded by Baraka. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, October 20, 2021
 - MOTION by La Due to approve the minutes as presented; seconded by Baraka. All: Aye.
5. Director's Report:
 - a. General Updates
 - Pittman reported that the City of Champaign Employee Awards Ceremony was held virtually and several Library staff members were recognized. Joel Hurneman, Maintenance, Brittany Millington, Deputy Director, and Evelyn Shapiro, Promotions Manager, received individual awards. A team award was presented to Adult Services staff members Susan Winkler and Rebecca Van Dusen. There were also a number of staff members who received recognition for their years of service.

b. The Studio Project:

- Pittman reported that the Foundation has committed \$1 million dollars for the \$2.5 million project. Pittman stated that she and Blakeman met with City Council members to discuss funding.
- Blakeman commented that the meetings were overwhelmingly positive with support for the project. The next step will be to schedule a study session with City Council where the Library will request \$1.5 million in funding from the City's General Fund. Once the funding from the City is secured, the design work can begin, with construction possibly starting in September 2022.

6. COVID Vaccination/Testing Policy for Staff:

- Millington reported that due to new requirements from the Illinois Occupational Safety and Health Administration, employers with 100 or more employees must comply with testing guidelines. The proposed Employee Testing Policy states that Champaign Public Library will require all active employees, who have not voluntarily provided proof of full vaccination status, to participate in COVID-19 testing effective January 4, 2022. Employees may voluntarily apply for exemption by providing proof of full vaccination status to Library Administration.
- Staff who are not vaccinated will be required to participate in weekly COVID testing. Unvaccinated staff would utilize paid time and report results to their manager and Library Administration.
- MOTION by Crowley to approve the COVID-19 Vaccination/Testing Policy for Staff as presented; seconded by La Due. All: Aye.

7. Revised Meeting Room Policy:

- Pittman recommended returning the Meeting Room Policy to the pre-COVID version beginning on January 1, 2022. This will allow customers to make 12 reservations at a time, have refreshments, and normal capacity limits.
- MOTION by Crowley to approve the Revised Meeting Room Policy as presented; seconded by Pearson. All: Aye.

8. Financial Reports:

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

- MOTION by Foellmer to file the check summary, check register, and handwritten checks for October 2021 as presented; seconded by La Due. All: Aye.

b. FY2021-2022 Financial Statements:

- MOTION by Pearson to accept the October 2021 financials as presented; seconded by La Due. All: Aye.

9. Correspondence and Communications:

- None.

10. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Pittman stated that the Foundation report was already presented within The Studio Project report.

b. Friends of the Champaign Public Library:

- Pittman reported that the Friends met today and want to add one day in January to the shop schedule. They are doing well with their Amazon sales.

11. Comments from the Audience:

- None.

12. Comments from the Board:

- Crowley stated she loved seeing the statistics report and how things are getting back to normal and going in a positive direction.
- Blakeman highly recommends the weekly email recommendation list.

13. Next Meetings or Events:

- December 2021 – No meeting
- Regular Meeting, January 19, 2022, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, February 16, 2022, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, March 16, 2022, 5:30 p.m., Douglass Branch Library

14. Adjournment:

- MOTION by Crowley to adjourn 5:56 p.m.; seconded by Pearson. All: Aye.

Respectfully submitted,

Katie Blakeman, President

Michael La Due, Secretary

Jill Bouvet, Recorder