

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 15, 2023**

1. The meeting was called to order at 5:32 p.m. by President Blakeman.
2. Members present: Maryka Baraka, Katie Blakeman, Trisha Crowley, Michael La Due, Charles Lansford, and Rajeev Malik

Members absent: Michael Foellmer, Minnie Pearson, and Chaya Sandler

Library staff present: Brittany Millington, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Essie Harris, Jordan Neal, Michael Rogalla, Maura Stutzman, Lauren Gramly, and Jennifer Sutton

Visitors present: Natalie Frankenberg and Dr. Lawrence Richards
3. Approve the Agenda:
 - MOTION by Lansford to approve the agenda as presented; seconded by La Due. All: Aye.
 - There were no public comments.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, October 18, 2023
 - MOTION by Lansford to approve the regular minutes of October 18, 2023 as presented; seconded by Malik. All: Aye.
 - There were no public comments.
5. Director's Report:
 - Millington introduced Lauren Gramly, new Business Specialist for the Launch of the Library business service.
 - Millington reported that the Library was closed for Staff Development Day. Elizabeth Angelo, President of Carle Foundation Hospital, was the keynote speaker. Staff had the opportunity to practice drills.

- Several staff members attended the ILA conference in Springfield. The Library's Promotions team was recognized with a marketing award at the ceremony. Today, the City Employee Awards Luncheon was held. Dana Antonelli was recognized in the Results category for her work as Mother Goose on the Loose, Amy Al-Shabibi, Technology Manager, was recognized for the Integrity category for her work on The Studio. The Teen team was recognized for the after school activities.
- Millington noted that The Studio has been open for a month. During the first week there were more than 2,000 visitors, 33 Book a Librarian sessions in October, and 482 computer sessions. The teens have settled in nicely.

6. Douglass Branch Maker Project Update & Architect Proposal for Interior Renovation:

- Millington's memo outlined the next steps for the maker project at Douglass Branch. More information will be shared with the Board such as the funding for the plan and an architect presentation in the first quarter of next year.
- There are a few projects that staff need to add to the facilities updates timeline and include in the budgeting process: the lobby flooring and the second floor remodel. The proposal would allow us to work with the architects, determine the timeline and budget for the projects.
- MOTION by Malik to approve the Proposal for Professional Architectural Services: Interior Renovation Project from Product Architecture + Design as presented; seconded by Baraka. All: Aye.
- There were no public comments.

7. Financial Reports:

a. Approve Summary of Checks and Check Register for October 2023:

- MOTION by Malik to file the check summary and check register for October 2023 as presented; seconded by Baraka. All: Aye.
- There were no public comments.

b. FY2023-2024 Financial Statements:

- MOTION by Lansford to accept the October 2023 financials as presented; seconded by La Due. All: Aye.
- There were no public comments.

8. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Lansford reported that the Foundation met yesterday and discussed the audit report, tax return, and 3rd quarter investment portfolio, which were favorable.

b. City Council:

- No report.

c. Friends of the Champaign Public Library:

- Millington reported that the Friends are doing well with excellent sales in October as part of the half off sale in honor of The Studio.

9. Comments from the Audience:

- None

10. Comments from the Board:

- Baraka noted the statistics look like they have high increases. Baraka congratulated staff members who received recognition at the City Awards Luncheon. Millington noted that Michael Rogalla was recognized for 30 years of service.
- Blakeman stated that her daughter enjoys The Studio and continues to read books and enjoys the teen reading challenges and prizes.

11. Next Meetings or Events:

- Regular Meeting, January 17, 2024, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, February 21, 2024, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, March 20, 2024, 5:30 p.m., Douglass Branch Library

12. Adjournment:

- MOTION by Malik to adjourn at 6:10 pm; seconded by Baraka. All: Aye.

Respectfully submitted,

Katie Blakeman, President

Michael La Due, Secretary

Jill Bouvet, Recorder