

**Library Board of Trustees
Minutes of Meeting
Online Meeting Held via Zoom Webinar
November 18, 2020**

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, Craig Rost, and Greg Stock

Members absent: None

Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Essie Harris, Kristina Hoerner, Debbie Keith, Brittany Millington, Amanda Raklovits, Mike Rogalla, Evelyn Shapiro, Brandon Stokes, and Madeleine Wolske

Visitors present: Kathryn Cataldo and Natalie Frankenberg

- Hoerner indicated there were no comments regarding the agenda.

3. Approve the Agenda:

- MOTION by La Due to approve the agenda as presented; seconded by Baraka. Roll call vote for approval was obtained. All: Aye.

4. Approve the Minutes:

- a. Regular Meeting Minutes, October 21, 2020

- Hoerner indicated there were no comments.
- MOTION by Pearson to approve the Regular Meeting minutes of October 21, 2020 as presented; seconded by La Due. Roll call vote was obtained. All: Aye.

5. Director's Report:

- a. Library News and Updates:

- Pittman reported that several staff received City Employee Awards today during a virtual ceremony. Four staff received individual awards: Terry Alexander, Tricia Duzan, Laura Reiss, and Jordan Neal. The Library Maintenance team and Curbside Delivery team also received awards.
- Pittman reported that curbside service will be in effect again due to the Governor's mitigation plan and the rapid spread of the COVID-19 virus. Virtual service will also be continued. Phone service will be available from 9 am to 6 pm. Curbside service will be available from 12 to 6 pm.

Regularly scheduled online and evening programs will still take place. Douglass Branch curbside service is available by appointment. Douglass hours are Monday through Friday 10 am to 6 pm and Saturdays from 10 am to 4 pm. Returns will be accepted until December 5 through December 15 when the conveyor system will be upgraded.

b. Douglass Branch Library Update (Amanda Raklovits, Douglass Branch Children's Librarian)

- Raklovits gave an update about programming at the Branch including Take and Make craft kits that continue to be popular; free books to kids thanks to the Jack and Jill grant; and the Table Talk Book club, which continues to be successful with virtual meetings.

c. Launch at the Library (Madeleine Wolske, Business Librarian)

- Pittman introduced Wolske who took over the Business Librarian position in September. Wolske is experienced in program planning and is an entrepreneur.
- Wolske stated she has enjoyed making new partnerships and explaining how accessible information is to those who want to start or grow their business. Wolske is planning two webinars a month with topics such as market research, start and grow your side hustle, ways to navigate customer service during the pandemic, and ways to increase financial sources. Wolske is looking ahead to spring and fall programming with an educational series where entrepreneurs and business owners share how to start a business from scratch, brainstorm, collaborate, and share resources with each other.

6. FY2020/21 Regular Library Board Meeting Format:

- Hoerner indicated there were no comments.
- Pittman recommended that the Library Board continue to meet via Zoom for the foreseeable future until the pandemic situation changes.
- MOTION by Crowley to continue to meet via Zoom format for the foreseeable future as presented; seconded by Malik. Roll call vote was obtained. All: Aye

7. Surplus Property:

- Hoerner stated there were no comments.
- Pittman explained that the items listed are mostly computer equipment that is in bad shape. Items will be donated, sold, or if neither are an option, they will be recycled.
- MOTION by Pearson to approve the Resolution and items listed as Surplus Property to sell, donate or recycle as recommended; seconded by Stock. Roll call vote was obtained. All: Aye.

8. Financial Reports:

- Hoerner stated there were no comments.

- a. Approve “Check Register” and “Handwritten Checks” for October 2020:
 - MOTION by Rost to file all expenditures as presented; seconded by Baraka. Roll call vote was obtained. All: Aye.
- b. FY 2020/21 Financial Statements:
 - Hoerner indicated there were no comments.
 - Keith explained several expenditures.
 - MOTION by Baraka to accept all financials as presented; seconded by La Due. Roll call vote was obtained. All: Aye.
9. Correspondence and Communications:
 - None.
10. Committee and Liaison Reports:
 - a. Champaign Public Library Foundation Report:
 - Rost reported that the Board met via Zoom. Donors continue to generously support the library.
 - b. Friends of the Champaign Public Library Report:
 - Lansford reported the Friends are eager to open the shop again when circumstances permit. Membership cultivation continues.
11. Comments from the Audience:
 - Hoerner stated there were no comments.
12. Comments from the Board:
 - Stock stated the City Council approved the Resolution honoring staff members’ years of service and congratulated Bouvet on 20 years of service.
 - Crowley requested a copy of the Employee Awards program.
 - Baraka asked how the VSIP program was going. Pittman stated that four staff member applications were approved, creating a savings of \$275,000 in the FY22 Operating Budget.
13. Next Meeting or Events:
 - December 2020 – No meeting
 - Regular Meeting, January 20, 2021, 5:30 p.m., via Zoom Webinar
 - Regular Meeting, February 17, 2021, 5:30 p.m., via Zoom Webinar
 - Regular Meeting, March 17, 2021, 5:30 p.m., via Zoom Webinar

14. Adjournment:

- Motion by Stock to adjourn the meeting at 6:23 p.m., seconded by Malik. Roll call vote was obtained.
All: Aye.

Respectfully submitted,

Charles Lansford, President

Michael La Due, Secretary

Jill Bouvet, Recorder