

**Library Board of Trustees
Minutes of Meeting
Online Meeting Held via Zoom Webinar
October 21, 2020**

1. The meeting was called to order at 5:31 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, Judah Hawkins, Nathan Hawkins, Kristina Hoerner, Debbie Keith, Brittany Millington, Evelyn Shapiro, and Brandon Stokes

Visitors present: Kathryn Cataldo and Jennifer Martinson

3. Approve the Agenda:
 - MOTION by La Due to approve the agenda as presented; seconded by Pearson. Roll call vote for approval was obtained. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes, September 23, 2020
 - Hoerner indicated there were no comments.
 - MOTION by Pearson to approve the Regular Meeting minutes of September 23, 2020 as presented; seconded by Blakeman. Roll call vote was obtained. All: Aye
5. Director's Report:
 - a. News and Updates:
 - Pittman reported that a Staff Appreciation Week will be held November 8 - 14 in place of the annual Staff Development Day to thank staff for their hard work and efforts this year. A t-shirt will be gifted, treats provided, and videos will be shared.
 - Jordan Neal, Career Services Librarian, gave a presentation at the virtual Illinois Association Conference entitled "Get that Job | Career Services at the Champaign Public Library" explaining how we help people with their job search and the services offered.

- Pittman informed the Board that we may be entering mitigation soon. We will stay open but it could affect occupancy limits in our building. We have made it work with limited seating and table reservations. We will monitor the situation and plan to maintain our open hours.

6. 2019-2020 Audit Report (Jennifer Martinson, Lauterbach & Amen LLP):

- Hoerner indicated there were no comments.
- Martinson of Lauterbach & Amen, gave an overview of the clean audit, which was a smooth process done remotely, this year. She thanked Keith for her assistance.
- MOTION by La Due to receive the 2019 Audit Report as presented; seconded by Stock. Roll call vote was obtained. All: Aye

7. Voluntary Separation Incentive Program (VSIP):

- Hoerner indicated there were no comments.
- Pittman proposed a VSIP plan to reduce personnel costs by offering a financial incentive to employees who voluntarily separate from employment. Savings occur if a position is left unfilled or filled at a lesser salary. Interested employees will submit an application for approval by the Director. If approved, separation would take place in December 2020. Employees must be at a level L-14 pay grade or higher, and have 10 years of service to receive the payout of 50% of their current salary.
- The VSIP program will help the Library build stronger reserves for the future. This is a preventative measure in case property tax funding is adversely affected by the economic effects of the COVID-19 pandemic. There are also concerns about delays in property tax disbursements from the Champaign County Treasurer's Office that has occurred in the last two years and may continue in the future.
- Discussion followed regarding the program details.
- MOTION by Malik to accept the Voluntary Separation Incentive Program with criteria to determine who is approved as discussed; seconded by Pearson. Roll call vote was obtained. Vote: Aye: 6, Abstain: 2, Nay: 1. Motion passed.

8. Election Day Holiday:

- Hoerner stated there were no comments.
- Pittman explained that when this item was sent to the Board for review, it was unclear if the Library would have to close on November 3, 2020 (Election Day) because the state had mandated it as a holiday. The court ruling stated that municipal offices were not affected by the law. The Board can determine if the Library should stay open or close. Pittman recommended the Library stay open on November 3, 2020 to serve the public.
- MOTION by La Due to approve that the Library stay open on Tuesday, November 3, 2020 as recommended; seconded by Blakeman. Roll call vote was obtained. All: Aye.

9. 2021 Official Holiday and Closing Schedule:
- Hoerner did not receive any comments from the public.
 - MOTION by La Due to approve the 2021 Holiday and Closing Schedule as presented; seconded by Malik. Roll call vote was obtained. All: Aye.
10. Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.6(c):
- La Due reported that the minutes were reviewed and recommends that no minutes be released at this time.
 - MOTION by La Due to retain the confidential minutes as discussed; seconded by Stock. Roll call vote was obtained. All: Aye.
11. Financial Reports:
- Hoerner indicated there were no comments.
 - a. Approve “Check Register” and “Handwritten Checks” for September 2020:
 - MOTION by Baraka to file all expenditures as presented; seconded by La Due. Roll call vote was obtained. All: Aye.
 - b. FY 2020/21 Financial Statements:
 - Hoerner indicated there were no comments.
 - MOTION by La Due to accept all financials as presented; seconded by Rost. Roll call vote was obtained. All: Aye.
12. Correspondence and Communications:
- None.
13. Committee and Liaison Reports:
- a. Champaign Public Library Foundation Report:
 - Rost reported a meeting will be held next month.
 - b. Friends of the Champaign Public Library Report:
 - Lansford reported the Friends have opened the FriendShop on Wednesday’s and Saturday’s from 12 – 2 p.m. They are happy to be back in business.
14. Comments from the Audience:
- Hoerner stated there were no comments.

15. Comments from the Board:

- Pearson asked how things are going at Douglass Branch.
- Pittman stated that things are going well at the Branch. They are helping people with computers. Take and make kits have been provided for kids to do craft type activities and books have been given to kids to keep.
- Baraka asked about the special programs and gift and endowment funds in the budget.
- Keith explained the various line item expenses and funds.

16. Next Meetings or Events:

- Regular Meeting, November 18, 2020, 5:30 p.m., via Zoom Webinar
- December 2020 – No meeting
- Regular Meeting, January 20, 2021, 5:30 p.m., via Zoom Webinar

17. Adjournment:

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

Respectfully submitted,

Charles Lansford, President

Michael La Due, Secretary

Jill Bouvet, Recorder