

Agenda Item #4 (a)

**Library Board of Trustees
Minutes of Meeting
Burnham 3rd Floor Meeting Room, Main Library
April 18, 2018**

1. The meeting was called to order at 5:38 p.m. by President, Lansford.
2. Members Present: Deb Busey, Trisha Crowley, Michael La Due, Charles Lansford, and Greg Stock

Members Absent: Mark Ballard, Katie Blakeman, Rajeev Malik, and Minnie Pearson

Library Staff Present: Jill Bouvet, Debbie Keith, Brittany Michaels, Amanda Raklovits, Mike Rogalla, and Brandon Stokes

Visitors Present: Kathryn Cataldo, *Assistant City Attorney* and Natalie Frankenberg, *League of Women Voters*
3. Approve the Agenda:
 - MOTION by La Due to approve the agenda as presented; seconded by Stock. All: Aye.
4. Approve the Minutes:
 - a. Regular Meeting Minutes of February 21, 2018
 - b. Regular Meeting Minutes of March 21, 2018
 - MOTION by La Due to approve both sets of minutes presented; seconded by Crowley. All: Aye.
5. Director's Report:
 - Michaels shared great news regarding statistics at Douglass Branch, which revealed increases in attendance for programming, visitors, and their collection of teen juvenile and fiction.
 - Raklovits, Children's Librarian at Douglass Branch, presented a PowerPoint presentation highlighting programs held at Douglass and the successful collaborations with the Park District and community groups.
 - Michaels announced the summer reading program will begin soon with the theme "Power Up" including super heroes, electronics, strength, and powering up with reading.
 - Michaels distributed the designs for the Mother Goose Mobile and announced we have hired Melissa Payne, our new Mother Goose.

6. Library Ordinance Ad-Hoc Committee: Proposed Library Ordinance Amendments:

- Lansford explained the Library Ordinance needs approval before it can be presented to the City Council in May.
- MOTION by Crowley to approve the Library Ordinance amendments as presented and submit to the City Council; seconded by Busey. All: Aye.

7. FY 2018/19 Proposed Revised Budget:

- Keith reported the property tax final levy increase was slightly lower than the projected 7% and is 5.9%. We will gain back one hour on Saturday mornings, opening at 9 a.m.
- The revised proposed Capital fund budget includes the purchase of the meeting room chairs approved at the March Library Board meeting. The Café fund includes \$1,015 added for this fiscal year to purchase a drink cooler. The gift fund was revised to include more gifts for library materials, author series, children's programs, and the Mother Goose automobile.
- MOTION by Stock to approve the FY 2018/19 Proposed Revised Budget as presented; seconded by La Due. All: Aye.

8. 2018/19 Personnel – Classifications, Grades, Full-Time Equivalents:

- Keith stated the personnel complement shows the different positions in each department and how many FTE's each position is.
- MOTION by Stock to approve the 2018/19 Personnel – Classifications, Grades, Full-Time Equivalents as presented; seconded by La Due. All: Aye.

9. 2018/19 Salary Schedule L:

- Michaels recommended maintaining the FY18 salary scale (Attachment A) for FY19. The 2.5% cost of living would be added to staff's base salary while the maximum 1% increase would be received as a one-time bonus and would not affect the base salary. Staff at the top of the scale would receive a one-time bonus for both cost of living and merit.
- MOTION by La Due to approve the 2018/19 Salary Schedule L (Attachment A) as presented; seconded by Crowley. All: Aye.

10. Policy Committee-of-the Whole: Policies to Review:

- La Due reported the Art Collection; Privacy and Confidentiality; and Reference Service were presented for review. The committee did not recommend any changes to the policies and decided to review policies annually instead of throughout the year.
- Recommendation by the committee to make no changes to the policies presented. All: Aye.

11. Biannual Review of Closed Sessions:

- Busey recommended minutes to be opened however, requested review by the City Legal Department to ensure they concurred with that recommendation. Kathryn Cataldo, Assistant City Attorney approved 14 sets of minutes to be opened, which pertained to construction contract disputes or possible litigation. All other minutes remain closed at this time.
- The other matter regarded maintaining closed session recordings. Busey recommended we adopt a motion to approve the destruction of all recordings of closed sessions that pre-date October 2016, which would be consistent with the requirement by the State Archivist of the Records Commission. This practice would be on an annual basis for the recordings.
- Roll call vote was obtained.
- MOTION by Crowley to approve the recommendation of 14 sets of minutes to be opened as City Legal staff recommends and the destruction of all closed session recordings that pre-date October 2016 as recommended; seconded by Stock. All: Aye.

12. Financial Reports:

a. Approve "Check Register" and "Handwritten Checks" for February and March 2018:

- Keith reported on several disbursements.
- MOTION by La Due to file the check register, handwritten checks and check summary for February and March 2018 in the amount of \$762,028.70 as presented; seconded by Stock. All: Aye.

b. 2017-2018 Financial Statements:

- MOTION by La Due to accept the financial statements for February and March 2018 as presented; seconded by Busey. All: Aye.

13. Correspondence and Communications:

- None.

14. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- No report.

b. Friends of the Champaign Public Library:

- Lansford reported Friends members attended the Strategic Planning session and approved support for summer programs as requested.

c. Visioning Committee:

- Lansford reported the Strategic Planning session went well on Saturday. The consultants reviewed the public evaluations and were wowed by the number of positive comments. Their conclusion was they would not change a lot at this time but did indicate the focus of early learning and job preparedness was a great way to initiate collaborations with Unit 4 and United Way.

15. Comments from the Audience:

- None

16. Comments from the Board:

- La Due stated his Poetry Reading program would be held next Thursday evening at 7 p.m.
- Crowley reported the Director evaluation forms will be sent out and action will be taken in May.

17. Next Meetings or Events:

- Regular Meeting, Wednesday, May 16, 2018, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Budget Review to City Council, Tues., May 22, 2018, 7:00 p.m., Council Chambers, 102 N. Neil Street
- Regular Meeting, Wednesday, June 20, 2018, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, Wednesday, July 18, 2018, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library

18. Adjournment:

- MOTION by Stock to adjourn, seconded by La Due. The meeting ended at 6:42 p.m.

Respectfully submitted,

Charles Lansford, President

Deb Busey, Secretary

Jill Bouvet, Recorder