

**Agenda Item #4 (b)**

**Library Board of Trustees  
Minutes of Meeting  
Burnham 3<sup>rd</sup> Floor Conference Room, Main Library  
August 15, 2018**

1. The meeting was called to order at 5:31 p.m. by President Lansford.
2. Members present: Deb Busey, Michael La Due, Charles Lansford, Minnie Pearson, Rajeev Malik, and Greg Stock  
  
Members absent: Mark Ballard, Katie Blakeman, and Trisha Crowley  
  
Library staff present: Donna Pittman, Jill Bouvet, Debbie Keith, Brittany Michaels, Michael Rogalla, Michelle Sawicki and Brandon Stokes  
  
Visitors present: Kathryn Cataldo, *Assistant City Attorney*
3. Approve the Agenda:
  - MOTION by Pearson to approve the agenda as presented; seconded by La Due. All: Aye.
4. Approve the Minutes:
  - a. Regular Meeting Minutes of June 20, 2018
    - MOTION by Busey to approve the minutes of June 20, 2018 as presented; seconded by Malik. All: Aye.
  - b. Regular Meeting Minutes of July 18, 2018
    - MOTION by Malik to approve the minutes of July 18, 2018 as presented; seconded by La Due. All: Aye.
  - Stock arrived at 5:36 p.m.
5. Director's Report:
  - Pittman reported that the Library's subscription for TumbleBooks (online books for K-6<sup>th</sup> grade) is now available to all Unit 4 elementary schools. Students and teachers can access Tumblebooks through the Library's website. Pittman also mentioned the Food Truck Rally, the U of I Women's Soccer team's workshop originally scheduled to take place in the park and held at Douglass Center due to weather, and the summer reading finale coming up on August 19.

6. Election of Officers:

- Lansford reported the Nominating Committee met to discuss the slate of officers and asked for any additional nominations for officers. Hearing none, the committee presented the officers for FY18-19:

Charles Lansford, President  
Minnie Pearson, Vice President  
Mark Ballard, Treasurer  
Deb Busey, Secretary

- MOTION by Stock to approve the officers for FY18-19 as presented; seconded by Malik. All: Aye.

7. Strategic Plan Final Draft:

- MOTION by La Due to approve the Strategic Plan as presented; seconded by Stock. All: Aye.

8. Early Closing on September 13, 2018:

- Pittman requested approval to close the main library and Douglass Branch at 5 pm for the Colson Whitehead program. The main library will open doors at 6:30 pm for the program which will be held on the second floor.
- MOTION by La Due to approve closing early on September 13, 2018 as presented; seconded by Pearson. All: Aye.

9. FY19 Proposed Revised Budget:

- Pittman reported for fiscal year ending June 30, 2018, revenues were more than projected and expenditures were under budget, allowing for the reallocation of \$86,000 in the Operating Fund. The proposed budget also increases the Capital Fund budget and reallocates gift funds to assist with the TeenSpace remodel.
- MOTION by Malik to approve the FY19 Proposed Revised Budget as presented; seconded by Busey. All: Aye.

10. Surplus Property:

- MOTION by Stock to approve the Surplus Property as presented; seconded by La Due. All: Aye.

11. Staff Development Day Approval:

- MOTION by Malik to approve closing the main library and Douglass Branch on Friday, November 9, 2018 for staff training; seconded by La Due. All: Aye.

12. Financial Reports:

a. Approve "Check Register" and "Handwritten Checks" for May, June, and July, 2018:

- MOTION by Stock to approve all expenditures as presented; seconded by Malik. All: Aye.

- b. 2017-2018 Financial Statements:
  - MOTION by Busey to approve May and June financials as presented; seconded by Stock. All: Aye.
- c. 2018-2019 Financial Statements:
  - MOTION by Busey to approve the July financials as presented; seconded by Stock. All: Aye.
- 13. Correspondence and Communications:
  - Article from our website “Douglass Branch Manager Essie Harris Wins Prestigious State Award” regarding the Hugh C. Atkinson Memorial Award from the Illinois Library Association (July 23, 2018).
  - Full-page article from *The News-Gazette* “Auto-Renewing Starts August 1” (July 29, 2018).
  - Article from *The News-Gazette* entitled “She’s the personification of access to your library” regarding Essie Harris, Douglass Branch Manager, being awarded the Illinois Library Association’s 2018 Hugh C. Atkinson Memorial Award (August 1, 2018).
- 14. Committee and Liaison Reports:
  - a. Champaign Public Library Foundation:
    - No meeting.
  - b. Friends of the Champaign Public Library:
    - No meeting.
- 15. Comments from the Audience:
  - None.
- 16. Comments from the Board:
  - Stock mentioned he attended CU Days where the Douglass Branch staff were handing out items, which was a good outreach opportunity.
  - Lansford mentioned that several staff and board members have experienced losses lately and asked for a moment of silence in memory of their loved ones.
- 17. Next Meetings or Events:
  - Regular Meeting, September 19, 2018, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
  - Regular Meeting, October 17, 2018, 5:30 p.m. Douglass Branch Library Meeting Room
  - Regular Meeting, November 28, 2018, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
  - December – No meeting scheduled

18. Adjournment:

- The meeting was adjourned at 5:58 p.m.

Respectfully submitted,

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Charles Lansford, President

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Deb Busey, Secretary

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Jill Bouvet, Recorder