

**Agenda Item #4 (a)**

**Library Board of Trustees  
Minutes of Meeting  
Burnham 3<sup>rd</sup> Floor Conference Room, Main Library  
October 17, 2018**

1. The meeting was called to order at 5:30 p.m. by President Lansford.
2. Members present: Mark Ballard, Katie Blakeman, Deb Busey, Trisha Crowley, Michael La Due, Charles Lansford, Rajeev Malik, Minnie Pearson, and Greg Stock

Members absent: None

Library staff present: Donna Pittman, Amy Al-Shabibi, Debbie Keith, Brittany Michaels, Michael Rogalla, Michelle Sawicki, and Brandon Stokes

Visitors present: Carrie Siems, *City Accountant*; Kathryn Cataldo, *Assistant City Attorney*; Natalie Frankenberg, *League of Women Voters*; and Jennifer Martinson, *Lauterbach & Amen, LLC*

3. Approve the Agenda:

- MOTION by Busey to approve the agenda as presented; seconded by Ballard. All: Aye.

4. Approve the Minutes:

- a. Regular Meeting Minutes, September 19, 2018

- MOTION by Malik to approve the minutes as presented; seconded by Blakeman. All: Aye.

5. Director's Report:

- a. 2018 Property Tax Levy

- Pittman noted the memo that was included in the packet from Courtney Kouzmanoff, City Finance Department, explaining the drop in the October 2018 EAV property tax levy estimate from the April 2018 estimate.
- Pittman shared that Nnedi Okorafor will be here tomorrow for an author visit. She will meet with 90 middle school students in the morning and give a public presentation in the evening. Because a large crowd is expected, the library will live-stream her talk.
- Dan McCollum, former Mayor of the City of Champaign, has co-authored a book about the Ohio River in vintage postcards and will present a program on November 6.

- Pittman mentioned that the Staff Handbook is being revised by the management team and proposed revisions and will be presented to the Personnel Committee in January or February.
- Planning activities for the Strategic Plan are underway.
- Pittman met with Dalitso Sulamoyo, Chief Executive Officer of the Regional Planning Commission, to discuss workforce development.

La Due arrived at 5:31 p.m.

Pearson arrived at 5:34 p.m.

6. Financial Software Module Demo (Carrie Siems, City Accountant):

- Siems reported that the City Council has a goal to expand financial information provided to the public. After implementation of the Tyler Munis financial software last year, it will now be possible via the Tyler Citizen Transparency Portal to view financial information online, including Library financials.
- Pittman indicated that the decision to include the Library's financials is the Library Board's to make. The City Council will be reviewing the Transparency Portal option for the City at a study session on November 27.

7. 2017-18 Audit Report (Jennifer Martinson, Lauterbach & Amen, LLP):

- Martinson reported the audit revealed an unmodified opinion, which is the highest opinion they provide.
- Martinson reviewed the report and pointed out the various revenues and fund balances.
- The Management Letter contained no new recommendations this year. Accounting Manager Debbie Keith was thanked for her hard work in preparing for the audit.

Stock arrived at 6:00 p.m.

- MOTION to receive the audit as presented by Ballard; seconded by La Due. All: Aye.

8. Biannual Review of Closed Sessions, as required by 5 ILCS 120/2.06(c):

- MOTION by Busey that all Closed Session minutes remain closed at this time; seconded by Stock. All: Aye.

9. Financial Reports:

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

- MOTION by Stock to file the check register, handwritten checks, and check summary for September 2018 in the amount of \$634,897.68 as presented; seconded by La Due. All: Aye.

- b. 2018-2019 Financial Statements:
- MOTION by Blakeman to accept the September 2018 financials as presented; seconded by Busey. All: Aye.
10. Correspondence and Communications:
- Article from *The News-Gazette* entitled “Sharing Words Worth Hearing” featuring author Colson Whitehead’s visit (September 14, 2018).
  - Photo entitled “Fun & Games” from a Teen Lounge program (September 26, 2018).
  - Press Release from ILA announcing Essie Harris, Douglass Branch Manager, recipient of the 2018 Hugh C. Atkinson Memorial Award (October 1, 2018).
11. Committee and Liaison Reports:
- a. Champaign Public Library Foundation:
- Malik reported the Foundation members were pleased with the development in the children’s area and happy to meet the new Mother Goose. Pittman noted the year-end appeal planning is in progress.
- b. Friends of the Champaign Public Library:
- Lansford noted the Friends are continuing to fund programs and projects.
12. Comments from the Audience:
- None.
13. Comments from the Board:
- Crowley commended Library staff for the recent author programs and appreciates the statistical reports.
  - Pearson stated the authors are awesome and they are bringing in a diverse audience.
14. Next Meetings or Events:
- Staff Development Day, Friday, November 9, 2018 – Library Closed
  - Regular Meeting, November 28, 2018, 5:30 p.m., Douglass Branch Library, Large Meeting Room
  - December – No meeting – Holiday Gathering
  - Regular Meeting, January 16, 2019, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
15. 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