

**Agenda Item #4 (a)**

**Library Board of Trustees  
Minutes of Meeting  
Douglass Branch Library  
November 28, 2018**

1. The meeting was called to order at 5:32 p.m. by President Lansford.
2. Members present: Katie Blakeman, Deb Busey, Trisha Crowley, Michael La Due, Charles Lansford, Rajeev Malik, and Minnie Pearson

Members absent: Mark Ballard and Greg Stock

Library staff present: Donna Pittman, Jill Bouvet, Essie Harris, Debbie Keith, Brittany Michaels, Amanda Raklovits, Michael 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 Malik. All: Aye.

4. Approve the Minutes:

- a. Regular Meeting Minutes, October 17, 2018
- b. Budget & Finance Committee minutes, November 5, 2018
  - MOTION by Crowley to approve the minutes of October 17 as presented; seconded by Malik. All: Aye.
  - MOTION by Busey to approve the Budget and Finance Committee minutes of November 5 as presented; seconded by Malik. All: Aye.

5. Director's Report:

- a. Per Capita Grant Requirements:

- Pittman announced the Per Capita Grant check was received and was fully funded this year. We received a total of \$105,000, \$38,000 more than anticipated. All of the funds will be used for collections, including ebooks and other digital resources
- The 2019 Per Capita Grant application is due in January. Pittman will send an email to trustees indicating the State Library's requirements. Trustees will need to review chapters of the

Trustee Facts Files; an educational video about sensory storytimes for children with special needs; and the Illinois Veterans History Project webpage.

Pearson arrived at 5:34 p.m.

- Pittman distributed the Strategic Plan Progress report. A webpage will be created for board members and staff to view updates. Project leaders were assigned and initial meetings held with each.
- Pittman reported that the library was closed for Staff Development Day on November 9 with training provided by ZingTrain. They presented an all-day session titled “The Art of Giving Great Customer Service.”
- The Goose Mobile, decorated for the holidays, was in the Parade of Lights. Pittman, Larry Damski, Brittany Michaels, and Dana Antonelli (Mother Goose), distributed candy and FriendShop coupons. Mother Goose currently visits 14 locations on a regular basis, including Crisis Nursery, Courage Connection, and Champaign Early Learning Center presenting storytimes and giving out books to build pre-reading skills and home libraries for at-risk preschoolers.
- Pittman introduced Amanda Raklovits, Children’s Librarian at Douglass Branch, who provided an update on programs held at the Branch.

6. Financial Transparency Portal:

- Pittman reported that the new Tyler Munis financial transparency portal was reviewed by the City Council and is on the City’s website. The Library’s financial data can be included on the site if the Board approves.
- MOTION by Blakeman to approve the library’s participation in the transparency portal as presented and discussed; seconded by Pearson. All: Aye.

7. 2019 Official Holiday and Closing Schedule:

- A revised calendar was distributed.
- MOTION by Malik to approve the 2019 Official Holiday and Closing Schedule as revised and presented; seconded by Pearson. All: Aye.

8. Proposed Revised 2018/19 Budget (Standing Committee on Budget and Finance):

- Pittman reported the Budget and Finance Committee met to review the proposed revised budget due to the anticipated decrease in revenues in the current fiscal year. A decrease in budgeted revenues is the result of a drop in the October 2018 EAV estimate from the April 2018 estimate, along with a decrease in general fines and fees, and rental materials income.
- As cost savings, Pittman proposes to defer hiring a part-time Library Associate; replacing a full-time Janitor position, soon to be vacant due to a retirement, with two part-time Janitors; and reducing the materials budget by 7%. The budget will need to be revised again in April when updated tax revenue figures are provided from the City.

- Keith noted another revision was received this week for the Library’s IMRF contribution. The update for next year is dropping 2%, which is significant. This year there will be approximately \$38,000 in savings and next year that amount should double. This will be reflected in the revised budget in April.
- MOTION by Malik to approve the 2018/19 Proposed Revised Operating Budget changes as presented and discussed; seconded by Busey. All: Aye.

9. Surplus Property:

- MOTION by Crowley to approve the Surplus Property list as presented; seconded by Busey. All: Aye.

10. Financial Reports:

a. Approve “Check Register” and “Handwritten Checks” for October 2018:

- MOTION by Malik to file the check register, handwritten checks, and check summary for October 2018 in the amount of \$645,009.31 as presented; seconded by Blakeman. All: Aye.

b. 2018-2019 Financial Statements:

- MOTION by Blakeman to accept the October 2018 financials as presented; seconded by Malik. All: Aye.

11. Correspondence and Communications:

- Letter from Dorothy David, City Manager, regarding comments from Barbara Thomas (November 9, 2018).
- Lansford will prepare a reply to Ms. Thomas and invite her to a board meeting to voice her concerns.
- Article from *The News-Gazette* entitled “Champaign gets ‘Star Library’ for 11<sup>th</sup> year (November 14, 2018).

12. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Malik reported the Foundation members had a demonstration of the Kanopy streaming service.

b. Friends of the Champaign Public Library:

- Lansford noted the Friends remain very active, continuing to provide needed funding for programs and services.

13. Comments from the Audience:

- None.

14. Comments from the Board:

- None.

15. Next Meetings or Events:

- December – No meeting – Holiday Gathering
- Regular Meeting, January 16, 2019, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
- Regular Meeting, February 20, 2019, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
- Regular Meeting, March 20, 2019, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library

16. Adjournment:

- The meeting was adjourned at 6:07 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