

**Agenda Item #4 (a)**

**Library Board of Trustees  
Minutes of Meeting  
Burnham 3<sup>rd</sup> Floor Conference Room, Main Library  
January 16, 2019**

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

Members absent: Mark Ballard and Trisha Crowley

Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Debbie Keith, Kristina Hoerner, Brittany Michaels, Michelle Sawicki, Evelyn Shapiro, and Brandon Stokes

Visitors present: Natalie Frankenberg, *League of Women Voters*; Lillian Blakeman; and Noel E. Rowe

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, November 28, 2018

- MOTION by La Due to approve the minutes as presented; seconded by Busey. All: Aye.
- Lansford requested that the agenda order be changed to move item #7 – Universal Services Schools and Libraries Program higher on the agenda while there is still certainty of a quorum.
- MOTION by La Due to change the order of the agenda by moving item #7 – Universal Services Schools and Libraries Program to item #5; seconded by Malik.

The order of the agenda was suspended.

5. Universal Services Schools and Libraries Program:

- Pittman reported that the Universal Services Schools and Libraries Program (known as the E-rate program) provides discounts on internet access, Wi-Fi equipment, internal cabling and other telecommunication services. This is a federal program and applications are accepted until March. Discounts are calculated based on the National School Lunch Program (free and reduced meals) for local school districts. As such, the library could qualify for 80% discounts. This would mean a savings of approximately \$15,000 - \$25,000 for Category I services (data transmission and internet access) and approximately \$246,000 in discounts over the next five years for Category II services

(internet connections, managed internal broadband services, and maintenance). Category II funding may not be available to applicants after this year.

- Pittman explained that the application process requires compliance with the Children’s Internet Protection Act (CIPA). Currently the library’s Internet Use Policy does conform to CIPA requirements in that it prohibits viewing of pornography and child pornography, but we only filter computers in children’s and teen areas. Staff currently enforce the policy with customers on the second floor computers. The grant would require the library to filter all computers.
- Pittman recommends the library install filters on the second floor computers and make application for the discounts during the current filing period. A consultant from AdTec has been engaged to assist with the process. If we do not file during this application period, there is a chance that Category II may go away for new applicants.
- MOTION by Blakeman to approve the application submission for the Universal Services Schools and Libraries Program as presented; seconded by Malik. All: Aye.

The order of the agenda was restored.

Pearson arrived at 5:39 p.m.

6. Director’s Report:

- Evelyn Shapiro, Promotions Manager, provided a preview of upcoming programs, including a new writer’s workshop series.
- Pittman shared that the new approach instituted two years ago for teens afterschool has worked well. This year we increased afterschool activities in Rooms A/B from four to five days a week. This allows kids to socialize, play games or make crafts. Those who want to study can go to TeenSpace.
- Brandon Stokes, Security Manager, reported that we have dramatically reduced the number of suspensions while still enforcing rules of conduct. Staff is still able to give teens options for what they can do rather than only telling them what they cannot do. Stokes tries to involve parents when addressing behavior problems and this has helped keep suspensions down.
- Pittman announced that staff member and mystery author Molly MacRae, has a new book published entitled *Crewel and Unusual*.

Stock arrived at 5:45 p.m.

7. Per Capita Grant Requirements:

- Pittman invited the Board to discuss the 2019 Illinois State Library Per Capita Grant requirements for trustees. These are: review of chapters 6-10 of the Trustee Facts Files; viewing an educational video about serving customers with special needs (our choice was a video about sensory storytimes); and review of the Illinois Veterans History Project webpage. There were no questions or discussion.

8. Surplus Property:

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

9. Financial Reports:

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

- MOTION by La Due to file the check register, handwritten checks, and check summary for November and December 2018 in the amount of \$1,397,322.14 as presented; seconded by Scott. All: Aye.

b. 2018-2019 Financial Statements:

- MOTION by Malik to accept the November and December 2018 financials as presented; seconded by Pearson. All: Aye.

Busey left 5:58 p.m.

10. Correspondence and Communications:

- Article from *The News-Gazette* entitled "Girls Who Code aims to reformat gender gap" (January 15, 2019).
- Article from *The News-Gazette* entitled "New Parent Lab Program aims to help kids by teaching their elders" (January 5, 2019).
- Photo from *The News-Gazette* entitled "He's Got Answers" from the Trivia Bowl at Douglass Branch (December 29, 2018).
- Article and Response in *American Libraries Magazine* entitled "When Values Collide" mentioning Champaign Public Library's content-neutral Meeting Room Policy (November/December 2018).
- Brochure for Upcoming Legislative Meet Ups Hosted by Illinois Library Association entitled "Illinois Libraries Transform".

11. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Malik reported Foundation members are excited about the upcoming authors and were pleased with the recent fundraising efforts.

b. Friends of the Champaign Public Library:

- Lansford reported the Friends are providing funding for the Summer Reading Program.

12. Comments from the Audience:

- None.

13. Comments from the Board:

- Lansford reported that Ballard is resigning from the Board due to a change in residence. Lansford will prepare a letter from the Board thanking Ballard for his years of service.
- Lansford appointed Busey as Chair of the Budget & Finance Committee to replace Ballard.

14. Next Meetings or Events:

- 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
- Regular Meeting, April 17, 2019, 5:30 p.m., Douglass Branch Library Meeting Room

15. 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