

Agenda Item #4 (a)

**Library Board of Trustees
Minutes of Meeting
Burnham 3rd Floor Conference Room, Main Library
February 20, 2019**

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

Members absent: Katie Blakeman

Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Kristina Hoerner, Brittany Michaels, Mike Rogalla, Michelle Sawicki, Evelyn Shapiro, Brandon Stokes, and Susan Winkler

Visitors present: Kathryn Cataldo, *Assistant City Attorney*; Natalie Frankenberg, *League of Women Voters*; and Jinming Ji

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, January 16, 2019
 - b. Budget and Finance Committee Minutes, January 28, 2019
 - MOTION by La Due to approve both sets of the minutes as presented; seconded by Busey. All: Aye.
5. Director's Report:
 - Pittman reported that the main sewer line is currently being repaired and the library will likely delay opening on Friday morning due to indoor plumbing repairs.
 - Pittman introduced the new Program Specialist, Tricia Duzan.
 - Susan Winkler, technology librarian, discussed technology training for staff and basic computer skills classes offered six times each month to the public.

Stock arrived at 5:39 p.m.

- Amy Al-Shabibi, technology manager, gave a demo of the new Niche Academy subscription that provides training videos for library platforms such as Hoopla, Overdrive, Kanopy, and for many online databases, like Demographics Now.
- Evelyn Shapiro, promotions manager, spoke about the successful Art Connection program that started two years ago. Shapiro works with Unit 4 art teachers to host quarterly, student art exhibitions here that include opening receptions for children and their families.
- Pittman shared the Strategic Plan Progress Report for August through December 2018. The plan is to do a quarterly report for the Board and staff going forward.

6. Budget and Finance Committee Report by Busey, Chair:

a. 2019/20 Proposed Budget:

- Busey reported that the Budget and Finance committee met in January to review the proposed budget for 2019/20. The committee approved Pittman’s recommendations and wanted to share them with the Board in case there were questions or concerns.

b. Budget Approval Timeline:

- The budget will be reviewed by the City Manager with staff and Busey in March and brought to the Board for final approval in April. It is likely that updated tax revenue projections in late March will mean further changes to the proposed budget in April.
- Pittman noted the Library’s Budget will be discussed at the City Council’s May 14 Study Session and formally adopted by the Council in June. Note: the Study Session discussion has since been rescheduled for May 21.

7. Surplus Property:

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

8. Financial Reports:

a. Approve “Check Register” and “Handwritten Checks” for January 2019:

- MOTION by Crowley to file the check register, handwritten checks, and check summary for January 2019 in the amount of \$583,170.78 as presented; seconded by Malik. All: Aye.

b. 2018-2019 Financial Statements:

- MOTION by Stock to accept the January 2019 financials as presented; seconded by Malik. All: Aye.

9. Correspondence and Communications:

- None.

10. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- No report.

b. Friends of the Champaign Public Library:

- Lansford reported the Friends are providing funding for the first year of the Niche Academy subscription.

11. Comments from the Audience:

- None.

12. Comments from the Board:

- Stock mentioned that Pittman and the Library Board were thanked by the Mayor at the City Council meeting for having the same financial system as the City, which helped with the annual audit.

13. Next Meetings or Events:

- Regular Meeting, March 20, 2019, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, April 17, 2019, 5:30 p.m., Douglass Branch Library Meeting Room
- Regular Meeting, May 15, 2019, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library

14. Adjournment:

- The meeting was adjourned at 6:06 p.m.

Respectfully submitted,

Charles Lansford, President

Deb Busey, Secretary

Jill Bouvet, Recorder