

**Library Board of Trustees  
Minutes of Meeting  
Burnham 3<sup>rd</sup> Floor Conference Room, Main Library  
November 20, 2019**

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

Members absent: None

Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Nanette Donohue, Kristina Hoerner, Debbie Keith, Brittany Michaels, Amanda Raklovits, Mike Rogalla, and Brandon Stokes

Visitors present: Kathryn Cataldo, *Assistant City Attorney*; Jeff Hamilton, *Communications Manager, City of Champaign*; Natalie Frankenberg, *League of Women Voters*; and Emily Klose, *Community Member*

3. Approve the Agenda:
  - MOTION by Rost to approve the agenda as presented; seconded by Malik. All: Aye.
4. Approve the Minutes:
  - a. Regular Meeting Minutes, October 16, 2019
    - MOTION by La Due to approve the Regular Meeting minutes of October 16 as presented; seconded by Malik. All: Aye.

Pearson arrived at 5:31 p.m.

5. Director's Report:
  - a. Dewey-Free Plan for Douglass Branch (Nanette Donohue, Technical Services Manager):

Blakeman arrived at 5:32 p.m.

- Pittman explained that Douglass Branch will be moving to a "Dewey-free" collection which will be modeled after how bookstores are arranged.
- Donohue explained that the project was proposed in 2018. Staff visited libraries that are Dewey-free and were able to see how it worked. Earlier this year, staff put together classifications for the Branch based on materials specific to its collection. In summer 2019, staff refreshed the collection by adding new titles and ordering labels to accommodate the

classification scheme. Like items will be shelved in the same category and materials will be shelved alphabetically by subject and then in author order. In early January 2020, new shelving will be installed and the collection changed over.

b. Library App Demo (Amy Al-Shabibi, Technology Manager):

- Al-Shabibi demonstrated the new CPL App, including new images and features. Customers can now scan their library card from the app in order to check out materials, search the catalog, request items, reserve meeting rooms, download eBooks, sign up for reading clubs, check events on the calendar, see locations and hours, etc.

c. 2020 Per Capita Grant Requirements:

- Pittman reported that as part of the Per Capita Grant application, the Illinois State Library requires board and staff members to review certain materials each year. Pittman will send the current requirements to board members and place this item on the January 2020 agenda for discussion.

6. Douglass Branch Closure for Shelving Replacement January 2 – 4, 2020:

- Pittman explained it will take four days to install new shelving and rearrange the collection. In order to make these changes, we request closing the Branch on these typically slow days. The new circulation desk will also be installed during this time and other maintenance work will be done.
- MOTION by La Due to approve closing Douglass Branch from January 2 – 4, 2020 as requested; seconded by Stock. All: Aye.

7. Intergovernmental Agreement Between Champaign Community Unit School District No. 4 and Champaign Public Library:

- Pittman reported discussions have been held with Unit 4 staff regarding adding staff to help supervise students after school. Pittman met with Susan Zola, Superintendent; Minnie Pearson and Katie Blakeman, Library Board members; Ken Kleber, Executive Director of Human Resources; Angela Ward, Assistant Superintendent for Achievement & Equity, and Angela Schoonover, Edison Middle School Principal.
- As a result of discussions with Superintendent Zola and Unit 4 officials, the District is offering to fund two part-time Page positions beginning December 1, 2019 and ending May 31, 2020 with renewal on July 1 of each year thereafter. The District will fund these positions for the months of September through May each year. Because these positions are affected by changes in the minimum wage, increases in the monthly payments from 20201 to 2025 are included in the proposed Agreement. Pittman recommends approval of the Agreement between Champaign Community School District No. 4 and Champaign Public Library Board of Trustees.
- MOTION by Malik to approve the Intergovernmental Agreement as presented; seconded by Pearson. All: Aye.

8. Televising Library Board Meetings:

- Pittman reported there was a question in “*Tom’s Mailbag*” in the News-Gazette asking why Library Board meetings are not televised. The Urbana Free Library Board is televised and they bring in someone who records their meetings.
- Champaign City Boards and Commissions meet in Council Chambers and those meetings are shown on CGTV. Pittman invited Jeff Hamilton, Communications Manager for the City, who handles CGTV programming to help answer any questions about televising meetings.
- Discussion was held regarding televising board meetings. Board members agreed that having Board meetings at the main library and Douglass Branch is preferred.
- Emily Klose, community member, spoke in favor of broadcasting board meetings.
- Staff will gather more information on possible options for filming/recording Library Board meetings.

9. Financial Reports:

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

- MOTION by Blakeman to file all expenditures as presented; seconded by Pearson. All: Aye.

b. 2019/20 Financial Statements:

- MOTION by Pearson to accept all financials as presented; seconded by Stock. All: Aye.

10. Correspondence and Communications:

- None

11. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Rost reported a very successful donor breakfast was held here at the Library. Rost complimented the staff on the great job. The end of the year appeal was mailed.

b. Friends of the Champaign Public Library:

- Lansford reported the Friends met today and are working on building Friends memberships.

12. Comments from the Audience:

- Emily Klose, community member, spoke about noise from kids on the second floor of the library.

13. Comments from the Board:

- Stock suggested that with the updates at Douglass Branch in January, the Board should meet there in the near future. Pittman suggested they hold the February meeting there.
- Rost commented he toured the Library during the peak hours with students here in the afternoon. He complimented Kathie Kading, Teen Librarian, who gave a presentation at last month's Board meeting, and he was amazed at all the activities for kids to choose from. He could tell the staff puts their heart and soul into working with the kids.

14. Next Meetings or Events:

- Staff Development Day, Friday, December 6, 2019 – Library Closed
- December 2019 – No Meeting
- Regular Meeting, January 15, 2020, 5:30 p.m., Burnham 3<sup>rd</sup> Floor Conf. Room, Main Library
- Regular Meeting, February 19, 2020, 5:30 p.m., Douglass Branch Library

15. Adjournment:

- The meeting was adjourned at 6:48 p.m.

Respectfully submitted,

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Charles Lansford, President

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Michael La Due, Secretary

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Jill Bouvet, Recorder