

**Library Board of Trustees
Minutes of Meeting
Burnham 3rd Floor Conference Room, Main Library
January 15, 2020**

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 Millington, Jordan Neal, Mike Rogalla, and Brandon Stokes

Visitors present: Kathryn Cataldo, *Assistant City Attorney*; Jared Fritz, Jeff Kirby, and Emily Klose, *Community Members*

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 20, 2019
 - MOTION by Crowley to approve the Regular Meeting minutes of November 20 as presented; seconded by La Due. All: Aye.
5. Director's Report:
 - a. Pittman reported that a new curbside delivery service started on January 2nd. Customers are able to call ahead and have hold items delivered to their vehicle on Clara Lane.
 - b. Douglass Branch Collection Update (Nanette Donohue, Technical Services Manager)
 - Donohue explained the process of moving the Douglass Branch collection to a Dewey-free, or book store arrangement, and the teamwork involved. Most of the project was completed between January 2 and January 5 with the exception of new shelf signage which will be coming soon.

Baraka and Stock arrived at 5:34 p.m.

Pearson arrived at 5:38 p.m.

c. Career Services Update (Jordan Neal, Career Librarian)

- Neal reported on career resources, services, partnerships, and the various ways community members can obtain assistance with career planning and job searching. In addition to one-on-one assistance, seminars focused on job searching, resume creation, and interviewing are being offered. A Community Job Fair will be held on February 17 to connect people with employers.

d. Strategic Plan Progress Report

- Pittman reported that the library is half-way through the three year strategic plan. One major need identified by community members was workforce development and the library is addressing that goal with career services, business services, and technology training.
- Also identified in the strategic plan is the exploration of options for larger spaces dedicated to technology use, cultural events, and programming. Architects are drawing a plan to turn some of the lower level space into public space, possibly a place for teens and afterschool programs with flexibility to use it for other purposes. This is a first step in determining what kind of construction and renovation would be needed to create new public space on the lower level and what the costs would be.

e. Budget Process

- Pittman reported the budget process will be slightly different this year. Meetings were held with Council members last fall about the financial outlook for the Library if the tax levy remains the same. Council members seemed open to considering supplemental funding for the Library. A supplemental budget request will be submitted to City Finance and the City Manager in February and discussed with Council members in March. Two budgets will likely be presented to the board in April: one that includes supplemental funding and one that does not. The library's budget presentation to the Council will take place at a study session in May with final approval by the Council in June along with the City's budget.
- Pittman announced that the Council will be doing an overall review of Boards and Commissions at the January 28 meeting and the Library Board is included in that review. As part of the report to Council, the library was asked how many staff hours are spent on Library Board meeting preparation and activities. Staff spends an average 70 staff hours a month on Library Board packet preparation, minutes, staff attendance at meetings, etc., or about 840 hours a year.
- Pittman mentioned that at the November meeting, the Board had a discussion about broadcasting Library Board meetings. Board members indicated they would like to continue to hold the meetings at the main library and Douglass Branch as opposed to in Council Chambers. Based on that, staff are looking into options and costs for consideration at a future meeting.
- Kathryn Cataldo, Assistant City Attorney, shared a memo entitled "Guidelines for Public Comment in Local Government" as a refresher for City Boards and Commissions.
- Pittman announced the Rotary Club of Champaign is giving \$5,000 to buy two 3D printers. One for the main library and one at Douglass Branch to be used primarily for afterschool programs. A third 3D printer will be purchased with funding from the Friends.

6. Per Capita Grant Requirements:

- The check was recently received for last year's grant in the amount of \$106,000. Discussion followed on the materials board members viewed as required by the State Library for the 2020 grant application.

7. Financial Reports:

a. Approve "Check Register" and "Handwritten Checks" for November and December 2019:

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

b. 2019/20 Financial Statements:

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

8. Correspondence and Communications:

- None.

9. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Rost reported thank you notes from board members are being sent to donors for their year-end giving.

b. Friends of the Champaign Public Library:

- Lansford reported the Friends have 373 active members and they approved a request for \$23,800 for 3D printers and ten laptops.

10. Comments from the Audience:

- Emily Klose, community member, spoke about having board meetings recorded, holding meetings on the first floor to make more accessible, and her appreciation of the Kanopy streaming service with the variety of movies available.

11. Comments from the Board:

- none

12. Next Meetings or Events:

- Regular Meeting, February 19, 2020, 5:30 p.m., **Douglass Branch Library**
- Regular Meeting, March 18, 2020, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, April 15, 2020, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Regular Meeting, May 20, 2020, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library

13. Adjournment:

- The meeting was adjourned at 6:13 p.m.

Respectfully submitted,

Charles Lansford, President

Michael La Due, Secretary

Jill Bouvet, Recorder