

**Library Board of Trustees
Minutes of Meeting
Douglass Branch Library
February 19, 2020**

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

Members absent: Katie Blakeman

Library staff present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Tricia Duzan, Essie Harris, Debbie Keith, Amanda Raklovits, and Mike Rogalla

Visitors present: Emily Klose, *Community Member*

3. Approve the Agenda:
 - MOTION by Malik to approve the agenda as presented; seconded by La Due. All: Aye.
4. Approve the Minutes:
 - a. Meeting Minutes, January 15, 2020
 - MOTION by Stock to approve the meeting minutes of January 15 as presented; seconded by La Due. All: Aye.
5. Director's Report:
 - a. Pittman reported on the changes at Douglass Branch including new shelving, new collection arrangement, and a new checkout desk.
 - Pittman introduced Tricia Duzan, the new Adult Services Manager.
 - Pittman stated that a Job Fair was recently held with 30 employers and over 170 people attended. It was very successful and another is planned for the fall. This initiative is part of our career services and the workforce development efforts that resulted from our strategic plan.
 - Pittman reported that there will be a Business Expo on February 27 with organizations that help people who are starting or growing a business. Participants will be featured from the Entrepreneur Coaching Academy at the Douglass Branch.

- Pittman pointed out that over 20,000 teens have visited the library this year which is double the number from last year.

Baraka arrived at 5:37 p.m.

Pearson arrived at 5:38 p.m.

b. Douglass Branch Library Update (Essie Harris, Douglass Branch Manager)

- Harris shared the various kinds of programming held for Black History month. The annual Battle of the Books will be held on Saturday, February 29 at the main library. Harris presented a slide show of the recent renovations at the Branch.

c. Cyber Security Training (Amy Al-Shabibi, Technology Manager)

- Al-Shabibi reported that staff training is ongoing to recognize social engineering red flags and security threats. A demonstration of the security awareness services training was presented.

The order of the agenda was suspended.

10. Comments from the Audience:

- Emily Klose, community member, stated that the Library Board meetings should be filmed and broadcasted. She requested the audio recording of the January meeting and suggested that the audio recording of meetings should be posted on the website.

The order of the agenda was restored.

6. Filming Library Board Meetings:

- Pittman reported on three options for filming/recording Library Board meetings. Given that the Board wants to continue to hold meetings in library facilities, Option 1 would be to purchase microphones and other equipment and reach an agreement to have a city staff member film the meetings and pay the city for that service at a cost of \$7,900 to \$8,900 the first year and \$4,000 to \$5,000 in subsequent years; Option 2 would be to purchase microphones and other equipment and hire an independent contractor to film the meetings at a cost of \$20,700 to \$21,900 the first year and \$16,800 to \$18,000 in subsequent years; and Option 3 would be to make audio recordings of the meeting available to the public at no cost.
- MOTION by Rost to choose Option 3 with the addition of providing an audio link with the minutes on the website when approved, seconded by Stock. All: Aye.

7. Early Closing on May 14, 2020:

- Pittman requested approval to close the Library (Main and Douglass Branch) at 5 pm on Thursday, May 14 in order to set up for author Tayari Jones's appearance on the second floor of the main library at 7 pm. The main library will open again at 6:30 pm for event attendees. The Douglass Branch will close in order to allow staff to participate, along with the Branch's Table Talk Book Club.
- MOTION by Crowley to approve early closing on May 14 as requested; seconded by La Due. All: Aye.

8. Closing for Staff Development Day on November 13, 2020:
 - MOTION by Stock to approve closing the main library and Douglass Branch on November 13 for staff training as requested; seconded by Rost. All: Aye.
9. Financial Reports:
 - a. Approve “Check Register” and “Handwritten Checks” for January 2020:
 - MOTION by Malik to file all expenditures as presented; seconded by Stock. All: Aye.
 - b. 2019/20 Financial Statements:
 - MOTION by La Due to accept all financials as presented; seconded by Malik. All: Aye.
10. Correspondence and Communications:
 - None.
11. Committee and Liaison Reports:
 - a. Champaign Public Library Foundation:
 - No meeting.
 - b. Friends of the Champaign Public Library:
 - Lansford reported the Friends have a great membership and are very helpful in supporting library programs.
 - Pittman reported a second floor restroom toilet had a serious leak that dripped down to the first floor staff hallway area and into an electrical closet, causing a power outage. The Library was closed around 7 pm that evening due to the power outage. A cleaning service up was called and an electrician came out that same evening. Everything has been repaired and is back in working order.
12. Additional Comments from the Audience:
 - Emily Klose, community member, commented about posting the audio from Library Board meetings and also voiced concerns regarding traffic in and around the main library parking lot.
13. Comments from the Board:
 - None

14. Next Meetings or Events:

- Regular Meeting, March 18, 2020, 5:30 p.m., Burnham 3rd Floor Conf. Room, Main Library
- Celebrate National Poetry Month with Poet Michael La Due, Monday, April 6, 7:00 p.m., Room C
- 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

15. Adjournment:

- The meeting was adjourned at 6:39 p.m.

Respectfully submitted,

Charles Lansford, President

Michael La Due, Secretary

Jill Bouvet, Recorder