

Agenda Item #4 (b)

**Board of Trustees
Minutes of Meeting
Julia F. Burnham 3rd Floor Conference Room, Main Library
March 16, 2016**

1. The meeting was called to order at 5:31 p.m. by President Wolske.
2. Members Present: Mark Ballard, Katie Blakeman, Trisha Crowley, Charles Lansford, Peter Newman
Minnie Pearson, and Martin Wolske

Members Absent: Michael La Due and Orlando Thomas

Library Staff Present: Donna Pittman, Amy Al-Shabibi, Jill Bouvet, Brent Colclasure, Kristina
Hoerner, Debbie Keith, Michael Rogalla and Laura Weis

Visitors Present: Stacy Rachel, *City HR*; and Natalie Frankenberg, *League of Women Voters*
3. Approve the Agenda:
 - MOTION by Lansford to approve the agenda as presented; seconded by Newman. All: Aye.
4. Approve the Minutes:
 - a. Budget & Finance Committee Minutes, January 27, 2016
 - b. Regular Meeting Minutes of February 17, 2016
 - MOTION by Crowley to approve both sets of minutes as presented; seconded by Ballard. All: Aye.
5. Director's Report:
 - Pittman noted that the library has rejoined the Champaign County Chamber of Commerce. Pittman met with CEO Laura Weis who was pleased to hear about our meeting rooms once again being free to non-profit groups beginning July 1 and will help promote the use of our rooms to their clientele.
 - Pittman received a grant check from Rotary Club of Champaign to continue the reading programs we have had in the elementary schools for several years in which a librarian visits classrooms and creates excitement about reading by bringing new books and previewing them to the class. Stratton Elementary has been selected this year to receive bookshelves of multiple copies of books. Teachers have reported the kids are reading more, talking to each other about the books, and behavior problems have decreased in the classrooms. Each student chooses books they can keep and take home.
 - Pittman reported the Project Next Generation grant was received from the State Library which is held at the Douglass Branch. Three mentors were hired to assist fifth – eighth grade students in developing technical skills and life skills using computers, digital cameras and other up-to-date equipment in a variety of projects and activities.

- Pittman announced we have added chairs to the study rooms. In Children's, two more chairs were added to accommodate six people and in Adult, one more chair was added to accommodate five people. This will help families and groups who need a place to sit together.
- Pittman has had several conversations and met with Celeste Choate, Urbana Free Library Director, to help bring consistency between the two libraries when feasible. CPL has decided to extend our renewals from three to five, matching Urbana's policy, to help patrons remember and keep things uniform between the libraries.
- Pittman noted that our usage is down about 11% this year, the same percentage as hours cut. We want to bring people back to the library. One of the things we are continuing this year is a big celebration for National Library Week to be held April 9-16, including world famous knitter, Stephen West. He graduated from U of I and was involved in the dance department. The dancers will be wearing his creations as their costumes. He will meet with people who knit and present a workshop. There will be many fun activities including a Tito Carrillo concert, homeschool fair, photo booth, David Howie performance, Michael J. La Due poetry, along with many other fun things planned.
- Kristina Hoerner, Manager of Adult Services, presented information on our social media presence via Twitter, Facebook, Pinterest, and Instagram to let the public know what is happening at the library. Direct comments are helpful with the items we share which helps us know our impact.

6. Annual Security Report:

- Brent Colclasure, Security Manager, reported on the number and variety of incident reports that took place in 2015. The goal is for everyone to have a pleasant and safe visit to the library.

7. Financial Reports:

a. Approve "Check Register" and "Handwritten Checks" for February 2016:

- MOTION by Ballard to file the check register, handwritten checks and check summary for February 2016 in the amount of \$508,208.65 as presented; seconded by Lansford. All: Aye.

b. 2015-2016 Financial Statements:

- MOTION by Pearson to accept the financial statements for February 2016 as presented; seconded by Newman. All: Aye.

8. FY17 Proposed Budget:

- Pittman outlined revisions to the budget since the Budget Committee met in January:
 1. Change in corporate replacement tax from figures provided by the City.
 2. Change in projected fees due to not charging non-profit groups beginning July 1, 2016.
 3. Change in Personnel as follows:
 - a. Replace Library Director by August 1, 2016
 - b. Hire Assistant Director by October 1, 2016
 - c. Hire Children's Services Manager by October 1, 2016
 - d. Upgrade three existing employees beginning July 1, 2016 – previously approved by Budget Committee
 - e. Upgrade seven 19 hour positions to 20 hour positions beginning April 4, 2016

- Pittman explained the \$90,000 savings from delaying the hiring of the Director, Assistant Director and Children's Manager positions would allow us to increase the seven 19-hour employees to 20 hours going forward. These employees will also receive sick leave, vacation leave and enrollment in IMRF – the library's retirement plan.
- Pittman reviewed the Capital Fund budget and explained the audiovisual system in the meeting rooms is out of date and people have trouble using it so improving the sound system will be purchased from this budget. Pittman also noted the phone system will be replaced so a \$50,000 placeholder has been added for FY17. We should know more this summer what the City's plans are for a new system.
- Recommendation from the Committee to adopt the FY17 budget as presented. Motion to accept: All: Aye.

9. Meeting Room Policy Revisions:

- Pearson reported the changes were outlined in the packet along with the new policy which will help increase visitors to the library.
- Pittman explained the changes are:
 - a. No fees for non-profit groups beginning July 1 2016
 - b. Under "Conditions of Use" in the policy, the library cards in good standing would be less than \$25.00 in fees on library cards
 - c. The Room Condition and Setup fees would be a fee only for those who significantly rearrange the meeting room once setup is in place which would be a \$25.00 fee.
 - d. Under Room Condition and Setup fees, the \$25.00 use of the kitchen will be eliminated and only charged if excessive cleanup is required.
- The Policy Committee has recommended these proposed changes. All in favor: All: Aye. The new policy goes into effect on July 1.

10. Library Director Search Process:

- Rachel provided the revised documents she previously sent the Board including the roles and responsibilities, job description, position profile and proposed timeline.
- MOTION by Blakeman to accept the revised materials and relaunch the Library Director search on March 18 as presented; seconded by Pearson. All: Aye.

11. Correspondence and Communications:

- Article from *www.news-gazette.com* written by Kelly Strom, Collection Development Manager, entitled: "Titles to Celebrate Black History Month (February 25 17, 2016).
- Article from the Editor, *The News-Gazette* featuring CPL's digital offerings (February 29, 2016).
- Photos from *Smile Politely* featuring the life-sized Candy Land game day (February, 2016).
- Flyer to Celebrate Poetry Month with Michael J. La Due who present a program on April 13, 2016.

12. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- No report this month.

b. Friends of the Champaign Public Library:

- Lansford reported the Friends are interested in the Library Director Search. Pittman reported the Friends provided a gift of t-shirts for the staff to wear on special days.

13. Comments from the Audience:

- None.

14. Comments from the Board:

- Pearson stated she is pleased with what is going on and appreciates the security staff. Blakeman stated she is pleased with the participation of the Board with the visioning conference and with the job Pittman is doing. Blakeman has been using Lynda.com for tutorials.

15. Next Meetings or Events:

- Regular Meeting, Wednesday, April 20, 2016, 5:30 p.m. Large Meeting Room, Douglass Branch
- Regular Meeting, Wednesday, May 18, 2016, 5:30 p.m., 3rd Floor Conference Room, Main Library
- Regular Meeting, Wednesday, June 15, 2016, 5:30 p.m., 3rd Floor Conference Room, Main Library

16. Adjournment:

- MOTION by Pearson to adjourn, seconded by Ballard. All: Aye. The meeting adjourned at 7:03 p.m.

Respectfully submitted,

Martin Wolske, President

Minnie Pearson, Secretary

Jill Bouvet, Recorder