

**Board of Trustees  
Minutes of Meeting  
Julia F. Burnham 3<sup>rd</sup> Floor Conference Room, Main Library  
December 16, 2015**

1. The meeting was called to order at 5:32 p.m. by President Wolske.
2. Members Present: Mark Ballard, Katie Blakeman, Trisha Crowley, Paula Kaufman, Michael La Due, Peter Newman, Minnie Pearson, Orlando Thomas, and Martin Wolske  
  
Members Absent: None  
  
Library Staff Present: Marsha Grove, Amy Al-Shabibi, Jill Bouvet, Brent Colclasure, Mollie Gambrell, Debbie Keith, Donna Pittman, and Michael Rogalla  
  
Visitors Present: Barbara Ford, and Natalie Frankenberg, *League of Women Voters*
3. Approve the Agenda:
  - MOTION by Kaufman to approve the agenda as presented; seconded by La Due. All: Aye.
4. Approve the Minutes:
  - a. Regular Meeting Minutes, November 18, 2015
  - b. Closed Session Minutes of November 18, 2015
  - c. Search Committee Minutes of December 1, 2015
  - d. Visioning 2020 Committee Minutes of December 2, 2015
  - e. Search Committee Closed Minutes of December 7, 2015
  - f. Search Committee Closed Minutes of December 8, 2015
  - MOTION by Pearson to approve all sets of minutes as presented; seconded by La Due. All: Aye.
5. Financial Reports:
  - a. Approve “Check Register” and “Handwritten Checks” for November 2015:
    - MOTION by Kaufman to file the check register, handwritten checks and check summary for November 2015 in the amount of \$430,965.29 as presented; seconded by La Due. All: Aye.
  - b. 2015-2016 Financial Statements:
    - MOTION by Ballard to accept the financial statements for November 2015 as presented; seconded by Thomas. All: Aye.

c. Fund 24 – FY2015 – Final Report:

- Information only – the account is used for the debt service. In January, the review through December 31 should be available.

6. Per Capita Grant:

- Grove reported this is the application that is prepared every year to obtain Per Capita grant funds. Last month, the Board requirement was met for review of the Standards of Technology. Grove distributed new information from ILA regarding the progress on state library grant funding indicating the Per Capita funds should be partially released.
- MOTION by Ballard to approve the Per Capita Grant application as presented; seconded by Newman. All: Aye.

7. Correspondence and Communications:

- Article from The News-Gazette announcing “CPL Interim director selected” naming Donna Pittman, Development Director as interim after January 30, 2016. (November 19, 2015)
- Email from Jean Flood complimenting CPL on excellent customer service (November 20, 2015)
- Articles from *www.news-gazette.com* written by Kelly Strom, Collection Development Manager, entitled: “Mesmerizing Mysteries (November 22, 2015) and “Holiday Cooking for All” (December 6, 2015).

8. Director’s Report:

- Grove reported a Polaris upgrade was completed earlier this month including catalog records for MyMediaMall by Amy Al-Shabibi and her terrific staff.
- Pittman reported she contacted Amy Felty after her visit at last month’s Board meeting. Pittman and Colclasure have set up meetings with Tracy Parsons, City staff, Edison Administration staff and after school teen programs with staff. Once those conversations are held, they will follow up with Ms. Felty.

9. Employee Awards and Service Recognition:

- Grove announced staff members who were recognized for service awards:

30 years: Lauren Pirkle, Bets Su, and Laura Wright

25 years: Marie Bleus-Francois and Danotra Brown

15 years: Jill Bouvet

10 years: Brent Colclasure, Stephanie Edwards, Kristin Hungerford, and Amy Al-Shabibi

5 years: Ronda Craig and Robert Leung

City Awards were presented to Kristin Hungerford of Children’s Services and the Library’s Security team won a teamwork award.

- Crowley wanted to add thanks from the Library Board for the awards and years of service.

10. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- No report this month. Board members should let Wolske know if you would like to take Kaufman's place as liaison.

b. Friends of the Champaign Public Library:

- Crowley reported the Friends are working hard to find ways to increase sales.

c. Visioning 2020 Committee Report:

- Blakeman distributed the notes from the focus group meetings with a graph providing information about the responses. The participants ranked the top three services they found most important to them. It was clear that most important things were:
  1. Programs/materials for children and teens supporting reading and learning
  2. Current print and digital resources available free to community members
  3. Assistance in locating information, finding materials and using technology
- Blakeman requested board members to review the focus group comments to assist in finding the common theme and format into a document to be used in assisting with the public forum and interviews for the new library director interviews in January. Please email Blakeman within the next week with one or two questions to come from the notes. This will assist in making sure we understand what the public is looking for with our new director but also is responding to what the public has told us we want to relay we are listening to what the public had to say.
- Blakeman noted there was a question about library policies. It may be beneficial to the Board to take a look at library policies (especially the ones noted during the focus groups meetings) to review them once a month at Library Board meetings.

d. Search Committee Report:

- Ford reported the 10 members who were part of the committee did excellent work. All members attended all meetings while reviewing the applications. Bradbury Associates provided them with helpful assistance and was well organized. They ended up with 28 applicants and 25 were qualified. After the committee reviewed the applications, eight candidates were interviewed via skype. The committee is recommending five of the applicants to be brought to CPL for interviews. All have public library experience and the importance of bridging the City and Library.
- Wolske thanked Ford for hours and hours of work that has made a huge difference. Wolske noted the search committee was very active and very helpful. Wolske thanked Stacy Rachel from City HR for her help in the process.
- Wolske stated the search committee did decide to bring in five finalists instead of the original three for interviews. The proposed schedule was distributed for five candidates. The forum at Thursday, January 14, CGTV will stream the public forum and are looking at the options of tweeted or social media aspect and will be a live link to solicit feedback and paper feedback for those attending. Bradbury Associates will be facilitating all

conversations with staff, city groups, interviews that will be held. The schedule will be revised based on those who accept the offer to interview. It will include a city tour, main and Douglass Branch tours, meetings with city folks, meetings with staff, Library Board, Friends, Foundation, and the public forum.

- Wolske explained that hosts will be assigned to each of the candidates and it has been recommended it be staff from the library's management team. They would take the candidates to lunches and dinners if candidates are interested. Hosts will be reimbursed for travel and meals.
- Travel arrangements were discussed. The Board decided to cover meals for spouses if they attended but not travel expenses for spouses. If candidates stay through Friday night, car rental could be covered for the day if they need to look at real estate before they return home.
- MOTION by Crowley that the Library will not cover travel expenses for spouses but meals will be covered as discussed; seconded by Blakeman. All: Aye.
- Crowley noted that Library Board commitments are all on one day – Friday, January 15 beginning at 8:30 a.m. and conclude at 5 p.m.

11. Comments from the Audience:

- None

12. Comments from the Board:

- Crowley noted the Library once again received the 4 Star status last month and in previous years we did a Board Resolution. Last year La Due prepared a poem. Crowley suggested providing a treat for staff from the Library Board. She will take care of this after the first of the year.
- Crowley thanked Kaufman for her years of service on the Library Board.
- Kaufman noted it has been a pleasure and an honor to work with everyone.

13. Closed Session:

- MOTION by Ballard to enter into a closed session for “(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity” or (2) Collective negotiating matters between the public body and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(1) and 5 ILCA 120/2(c)(2), seconded by Kaufman. All: Aye.
- Roll call obtained.
- The Board entered closed session at 6:25 p.m.
- The Board returned to open session at 6:45 p.m.

14. Vote on Candidates to Interview for Library Director Position and Next Steps:

- Wolske indicated five finalists were proposed by the Search Committee to extend invitations for interviews.
- MOTION by La Due to accept five candidates for Library Director interviews as discussed; seconded by Pearson. All: Aye.

15. Next Meetings or Events:

- Regular Meeting, Wednesday, Jan. 20, 2016, 5:30 p.m., 3<sup>rd</sup> Floor Conference Room
- Special Board Meeting/Budget & Finance Committee Luncheon, Wed., Jan. 27, 2016, NOON, 3<sup>rd</sup> Floor conference Room
- Regular Meeting, Wednesday, February 17, 2016, 5:30 p.m. 3<sup>rd</sup> Floor Conference Room

16. Adjournment:

- MOTION by Pearson to adjourn, seconded by Ballard. All: Aye. The meeting adjourned at 6:55 p.m.

Respectfully submitted,

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Martin Wolske, President

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Minnie Pearson, Secretary

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Jill Bouvet, Recorder