

Agenda Item #4 (a)

**Board of Trustees
Minutes of Meeting
Douglass Branch Library
December 14, 2006**

1. The meeting was called to order at 5:35 p.m. by President Freeland.
2. Members Present: Jeff Baker, Russell Dankert, Rusty Freeland, Sandra Jones, Michael La Due, Minnie Pearson, and Robert Shierry

Member Absent: Rochelle Funderburg and Paula Kaufman

Library Staff Present: Marsha Grove, Mary Bissey, Jill Bouvet, Debbie Keith, Susan Lerner, Elizabeth Otto, and Donna Pittman

Visitors Present: Ron Amen, *Lauterbach & Amen LLP*
3. Approve the Agenda:
 - MOTION by Dankert to approve the agenda as presented; seconded by Pearson.
All: Aye.
4. Approve the Minutes:
 - MOTION by Shierry to approve the Regular Meeting Minutes of October 19, 2006 as presented; seconded by Pearson. All: Aye.
5. Main Library Project Update:
 - a. Request for Disbursement from the City of Champaign (Expense Report 077 & 078):
 - A revised Disbursement was distributed to include the required deposit or prepayment by the furniture companies.
 - MOTION by Shierry to approve Expense Report 077 and revised Expense Report 078 which is a combined request for RBJ, Inc.; PKD, Inc.; Williams Brothers; Prairie States Steel; Felmley-Dickerson Co.; Otto Baum Co, Inc.; Commercial Floor Covering, Inc.; T.A. Brinkoetter & Sons, Inc.; A & R Mechanical Contractors, Inc.; and Coleman Electrical Service, Inc.; Al Treiber Associates; Library Furniture International, Inc.; Business Office Systems; Glass FX; and ASI-Modulex for work completed in the amount of \$1,625,647.39 as presented; seconded by Dankert. All: Aye.

Jones arrived at 5:45 p.m.

- In regard to the notice of the Kresca property tax, Keith will check with Trisha Crowley to find out if payment has been made. Keith will report back at the next Board meeting.
 - Freeland asked Grove to comment on the change order log. Grove explained that some of the change orders are approved and some are pending. At this point, most shop drawings and resulting changes have been completed. Grove explained that PKD tracks everything. This week one was for the mold resistant drywall for the basement which was \$23,644 instead of \$30,000 quoted before. The other one was to Brinkoetter for \$7,752.00 for roof drains and piping revisions. Many of the items are things we have to do.
 - Shierry explained that he and Grove discuss the change orders prior to approving them.
 - Grove introduced Susan Lerner, the new Administrative Assistant, who replaced Betty Lieb. Lieb worked 30 hours and Lerner is working 38 hours temporarily.
 - Grove was able to view the furniture layout. To visually look at the layouts, there were no end tables. Grove is asking Ross Barney to add tables in the admin area and in the café public area. When a price is provided, Grove will bring this back to the Board.
 - Grove would like to add more arms to some of the lounge chairs in the public area and will discuss this further when a price is obtained for approval.
- b. 3rd Floor Door Approval:
- Freeland asked if a pull down gate would work instead of a door.
 - Grove stated that she would have to ask Ross Barney about that.
 - Discussion followed on options to secure the space and what keying system to use.
 - Freeland requested a less expensive solution such as a door with a key entry or a gate.

Baker arrived at 6:00 p.m.

6. Financial Reports:

a. 2005-2006 Audit:

- Ron Amen from Lauterbach & Amen reviewed the audit.
- MOTION by Jones to accept the 2005-2006 Audit Report and Management Letter as presented; seconded by Pearson. All: Aye.
- Amen thanked Keith for her cooperation and work in putting everything together. This is the earliest the audit has been completed.

b. Approve “Check Register” and “Handwritten Checks” for October and November 2006:

- MOTION by Shierry to approve checks totaling \$921,518.69 as presented; seconded by La Due. All: Aye.

- Keith reported that the \$118,000 payment was sent for the 1st quarter FICA/IMRF.
- c. 2006-2007 Financial Statements:
- MOTION by La Due to receive the financial statements as presented; seconded by Jones. All: Aye.
- d. Fund 24 Financial Review:
- Freeland asked if the pledges to the Foundation were on the report. Keith explained that the \$150,000 pledge shown is from the DECO grant.
 - Pittman reported that Barry Brindley, Foundation President, and Wes Curtis, Foundation Vice-President, met with Richard Schnuer, City Financial Officer, to come up with a payment plan to the City. The first payment from the Foundation will be in October of 2007 for \$1 million dollars. The second payment will be in April of 2008 of the second million dollars (based upon how the pledges should come in). Then, the Foundation will make twice yearly payments of money as it comes in which will take five years due to the five year pledges. When those payments are made, they will flow through the Fund 24 report.
- e. Budget Timeline:
- Freeland pointed out the very important January 24 lunch meeting where the budget will be discussed.
 - Freeland referred to the letter distributed from Illinois EPA regarding violations of the storm sewers filling up with dirt due to the construction.
 - Discussion followed.
 - Grove stated that Public Works has been helpful sweeping the streets on weekends. Grove will write a response and forward it to Crowley in the City's Legal Department.

7. Staff Handbook Updates: Organizational Structure and Organizational Chart:

- A revised set was distributed at the meeting. Grove explained that these were updates for the Staff Handbook due to reorganization. The Promotional Services Manager, Technology Manager and the Maintenance Manager now report to Grove. The organizational structure narrative has also changed as shown in gray.
- Bissey mentioned that Keith noticed that the Douglass Branch Manager was under the Director and should be located under the Assistant Director.
- La Due stated that it was discussed in the past that the Douglass Branch Manager would report directly to the Library Director.
- Freeland asked that the minutes be reviewed around the time Harris became Branch Manager to find out what was decided at that time.

- Discussion followed and it was decided to table this item until January.
8. 2007 Holiday Schedule for Library:
- MOTION by Shierry to approve the 2007 Holiday Schedule for the library as presented; seconded by Dankert. All: Aye.
9. 2006 Hennen's American Public Library Ratings:
- Grove reported that this is something to celebrate. Our rating this past year was the 4th highest in the state in our population category. A Press Release was sent regarding the population of 25,000 and above. The Champaign Public Library has the highest score of any library in downstate Illinois.
10. Benchmark Survey of Library Salaries:
- Grove explained that this report was requested by the Board.
 - Freeland stated that staff did a great job collecting the information and this will be helpful when the budget is reviewed.
11. Café RFP:
- A draft of the RFP was discussed including the length of the lease.
 - No action is required at this time. Grove will continue to work with Bissey and Crowley on this item.
12. Correspondence and Communications:
- Champaign Public Library Directory of Boards (November 27, 2006).
13. Comments from the Audience:
- There were no comments.
14. Director's Report:
- Grove congratulated Greg Olson, Circulation Services Manager, on his article in this month's issue of Public Libraries regarding using collection agencies in libraries.
 - Grove announced that there are four security cameras on the building overlooking the parking lot, which will help with incidents that occur outside of the building.
 - Baker asked if signs were posted informing customers of the cameras. Grove will discuss this with Crowley.
 - Grove mentioned that the report from Lyle Sumek was distributed at each place.

15. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Shierry reported that there was no meeting. Pittman reported that fundraising is going very well. The pavers are very popular with \$100,000 raised so far. Pittman is expecting some significant gifts soon. Pittman announced that library staff pledged \$13,000 and city staff pledged \$13,000, for a total of \$26,000 for the Foundation through the combined charities campaign.

b. Friends of the Champaign Public Library:

- Jones reported that the Friends were not able to obtain the calendars for sale this year but will order earlier next year. The coffee mugs are available for gifts.

c. Lincoln Trail Library System:

- There was no report.

d. Douglass Branch Advisory Committee:

- Pearson reported that the Board would be receiving emails about upcoming Douglass programs to encourage attendance. Discussion continues on displaying artwork or a portrait of the late Johnny Lee Johnson at the Douglass Branch.
- La Due will obtain a photo from the Johnson family of the artwork.

16. Comments from the Board:

- Jones wished everyone a happy holiday.
- Pearson expressed her thanks for the sympathy card and flowers for her mother.

17. Next Meetings or Events:

- Regular Meeting, Thursday, January 18, 2007, 5:30 p.m., Douglass Branch
- Budget and Finance Luncheon Meeting, Wednesday, January 24, 2007, Noon, DBL
- Regular Meeting, Thursday, February 15, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, March 15, 2007, 5:30 p.m., Douglass Branch

18. Adjournment:

- Freeland declared the meeting adjourned at 7:32 p.m.

Respectfully submitted,

Rusty W. Freeland, President

Paula Kaufman, Secretary

Jill Bouvet, Recorder