

**Board of Trustees  
Minutes of Meeting  
Douglass Branch Library  
June 21, 2007**

1. The meeting was called to order at 5:38 p.m. by President Freeland.
2. Members Present: Jeff Baker, Rusty Freeland, Minnie Pearson, Beth Sandore Namachchivaya, Michael Smeltzer, and Robert Shierry

Members Absent: Russell Dankert, Rochelle Funderburg, Sandra Jones, Paula Kaufman, and Michael La Due

Library Staff Present: Marsha Grove, Mary Bissey, Jill Bouvet, Essie Harris, Kristina Hoerner, Debbie Keith, and Donna Pittman

Visitors Present: Jean Peters, *League of Women Voters* and Rachel Kravits, student observer

Freeland welcomed new library trustees Beth Sandore Namachchivaya and Michael Smeltzer to the Board.

3. Approve the Agenda:

- MOTION by Sandore to approve the agenda as presented; seconded by Baker.  
All: Aye.

4. Approve the Minutes:

- MOTION by Pearson to approve the regular meeting minutes of May 17, 2007 as presented; seconded by Shierry. All: Aye.

5. Main Library Project Update:

- a. Request for Disbursement from the City of Champaign (Expense Report 084):

- A revised request for disbursement was distributed which included a new total of \$51,548.00 from A & R Mechanical Contractors, Inc. and a payment request of \$395,000.00 from Business Office Systems.
- MOTION by Shierry to approve Expense Report 84 which is a combined request for RBJ, Inc.; PKD, Inc.; Cross Construction; Prairie States Steel; Felmley-Dickerson Co., Otto Baum Co, Inc.; Advanced/Wayne Cain Roofing; Illini Glass Solutions; Commercial Floor Covering, Inc.; McDaniel Fire Systems; T.A. Brinkoetter & Sons, Inc.; A & R Mechanical Contractors, Inc.; Coleman Electrical Service, Inc.; Tech Logic; Business Office Systems; and AT & T; for work completed in the amount of \$1,682,579.03 as presented; seconded by Pearson. All: Aye.

- b. Security Cameral Approval:
- Grove explained that being in the physical space of the new building, adding 22 additional security cameras for \$94,176.50 is necessary. Grove explained that adding the cameras now while the building is under construction is much easier than trying to add them later.
  - Discussion followed.
  - MOTION by Shierry to approve the additional 22 security cameras as presented; seconded by Pearson. All: Aye.
6. Financial Reports:
- a. Approve “Check Register” and “Handwritten Checks” for May 2007:
- MOTION by Baker to approve checks for May 2007 totaling \$110,183.76 as presented; seconded by Sandore. All: Aye.
- b. 2006-2007 Financial Statements:
- MOTION by Shierry to accept the financial statements as presented; seconded by Pearson. All: Aye.
  - Keith reported that the property tax line shows we still are expecting \$2.6 million. We received \$832,000 first week of June and the remainder should be received next week.
- c. Fund 24 Financial Review:
- No action required.
7. REVISED 2007-2008 Personnel – Classification, Grades, Full-Time Equivalent and Salary Schedule L:
- Grove explained that this item was previously approved by the Board however recent City union negotiations adopted 3.25% instead of the 3% approved by the Board at the last meeting. This is for the salary scale that affects the new hire salaries and the staff who are at the maximum range in the scale. Grove explained that salary increases for staff are 100% merit based on their performance appraisal.
  - MOTION by Baker to approve the revised 2007-2008 Personnel Complement and Salary Schedule L as presented; seconded by Pearson. All: Aye.
8. Election of Officers for 2007-2008 (Standing Committee on Nominations):
- Freeland appointed Shierry to chair the nominating committee. Shierry will choose other Board members to serve with him. A slate of officers nominated will be presented at July’s meeting.
9. Correspondence and Communications:
- Article from *The News-Gazette* highlighting the fifth annual “Battle of the Bands” held on June 9 in Hessel Park (June 14, 2007).
  - Article from *Central Illinois Families* entitled “Keep them reading” highlighting CPL’s summer reading programs (Summer 2007 issue).

- Article from *The News-Gazette* announcing staff member Molly MacRae's first book "Wilder Rumors" being released (May 20, 2007).
- Article from *The News-Gazette* entitled "Librarian, storyteller turning heads as poet, too" announcing Janice Harrington's first poetry book (May 20, 2007).

10. Comments from the Audience:

- There were no comments.

11. Director's Report:

- Grove stated that the building looks beautiful with the limestone and natural light coming down through the atrium.
- Grove mentioned that the bids for demolition of the current building should go out sometime in July.
- Grove reported that the Douglass Branch celebrated their 10<sup>th</sup> Anniversary with a celebration luau. Elizabeth Otto coordinated the banners that were hung in celebration outside the Branch.
- Grove mentioned that the Blind Man would be installing mesh blinds in the Douglass Branch meeting room and eventually installed in all windows at the Branch.

12. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Shierry reported that officers would be elected at the next meeting. The Foundation is working on a plan to pay the City back from building pledges through 2012.

b. Friends of the Champaign Public Library:

- Grove spoke to the Friends about the new building at their meeting.

c. Lincoln Trail Library System:

- Grove distributed Lincoln Trail Fiscal Year 2008 Priorities for Funderburg for the Board to review and provide feedback. Please provide your comments to Funderburg at your earliest convenience.
- Grove mentioned that the additional T-1 lines that Lincoln Trail have helped.
- Grove reported that Sersi/dynix is abandoning the Horizon product that we use so this is of great concern to Lincoln Trail and other libraries. At some point we will have to migrate to a new system. The Lincoln Trail Board will be doing a lot of investigation of vendors. They will be inviting a lot of nationally known library technology people at a conference beginning September 13. On Saturday, September 15, they hope Board Trustees will attend. Champaign Public Library staff will be attending all the sessions and be very involved in giving Lincoln Trails feedback. They are talking about open source software so there will be big decisions coming up.

d. Douglass Branch Advisory Committee:

- Pearson stated the next meeting is in July.

- Pearson expressed what a success the 10<sup>th</sup> Anniversary was and that the staff really appreciated everyone's attendance.

13. Closed Session: Evaluation of Library Director:

- MOTION by Pearson to go 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 Sandore.
- The Board entered closed session at 6:53 p.m.
- Roll call vote was taken.
- The Board returned to open session at 7:30 p.m.
- MOTION by Smeltzer to approve the recommendation from the Personnel Committee of the same dollar amount raise for Grove as in 2006, and recommend a grade change to L-40 if required by City Council as discussed; seconded by Baker. All: Aye.

14. Comments from the Board:

- There were no comments.

15. Next Meetings or Events:

- Regular Meeting, Thursday, July 19, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, August 16, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, September 20, 2007, 5:30 p.m., Douglass Branch

16. Adjournment:

- Freeland adjourned the meeting at 7:30 p.m.

Respectfully submitted,

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Rusty W. Freeland, President

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Paula Kaufman, Secretary

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Jill Bouvet, Recorder