

Agenda Item #4 (a)

**Board of Trustees
Minutes of Meeting
Douglass Branch Library
September 20, 2007**

1. The meeting was called to order at 5:32 p.m. by Vice President Funderburg.
2. Members Present: Russell Dankert, Rochelle Funderburg, Sandra Jones, Michael La Due, Minnie Pearson, Beth Sandore Namachchivaya, Robert Shierry, and Michael Smeltzer

Members Absent: Rusty Freeland

Library Staff Present: Marsha Grove, Mary Bissey, Amy Al-Shabibi, Jill Bouvet, Elizabeth Otto, Kristina Hoerner, Debbie Keith, Donna Pittman, Meg Schmaus, and Laura Weis

Visitors Present: Jeanne May and Kinsley Krupich, *student observers*

3. Approve the Agenda:

- Grove requested that an item 5 (d) be added to discuss miscellaneous building project items.
- MOTION by Shierry to approve the agenda as amended; seconded by La Due. All: Aye.

4. Approve the Minutes:

- MOTION by La Due to approve the regular meeting minutes of August 16, 2007 as presented; seconded by Smeltzer. All: Aye.

5. Main Library Project Update:

a. Request for Disbursement from the City of Champaign (Expense Report 087):

- MOTION by Shierry to approve Expense Report 087 which is a combined request for RBJ, Inc.; PKD, Inc.; Williams Brothers Construction, Inc.; Prairie States Steel; Felmley-Dickerson Co., Otto Baum Co., Inc.; Illini Glass Solutions; McDaniel Fire Systems; T.A. Brinkoetter & Sons, Inc.; A & R Mechanical Contractors, Inc.; Coleman Electrical Service, Inc.; Tech Logic Corp.; AT & T; and Minnesota/Wisconsin Playground for work completed in the amount of \$817,157.94 as presented; seconded by Dankert. All: Aye.

b. Contractor Retainage Reduction Clarification:

- Felmley-Dickerson Co. has requested that their retainage be reduced from 10% to 5%. PKD has recommended that the library comply with their request.
- MOTION by Shierry to approve the retainage reduction request as presented; seconded by Pearson. All: Aye.

c. Book Truck Purchases:

- Grove explained that anything above \$17,500 requires Board approval. The library needs to purchase 55 ergonomic book trucks from Gryphon and 131 book trucks from Gaylord for a total cost of \$64,800.00.

Jones arrived at 5:40 p.m.

- MOTION by Dankert to approve the \$64,800 purchase of book trucks as presented; seconded by La Due. All: Aye.

d. Miscellaneous Building Project Items:

- Grove explained that things are moving very quickly on the project. The new address has been finalized. The drive in front of the new building will be called Clara Lane. Our new address will be Champaign Public Library, Clara Lane, 200 West Green Street, Champaign, Illinois 61820.
- Grove mentioned that PKD is still not confirming a move date. Grove explained that we want to serve our customers as best we can during the move. If the library is closed 23 days, the new book drop would open the day we close. Our customers will be encouraged to use the Douglass Branch Library. We would also try to have the Bookmobile in the parking lot of the main library for the holds for customers to pick up. We have about 13,000 holds a month now and if we are closed, there will likely be more. Our card holders are welcome to use their cards at Lincoln Trail Libraries. We would provide phone and email reference services as much as we can.
- Discussion followed on parking, lighting, demolition and occupancy of the building.

Sandore arrived at 5:55 p.m.

- Grove distributed the seating plan in the new building along with the rooms listed by name.
- Grove announced that bids for demolition will be advertised soon and approval will be required at October's Board meeting to move things along.
- Grove informed the Board that one of the large donors for the project has requested to have a wedding reception in December in the new building. Grove will have many details to work out before presenting it for formal approval by the Board. At this time, the Board was willing to hold the event if occupancy could be granted.

6. Financial Reports:

a. Approve "Check Register" and "Handwritten Checks" for August 2007:

- MOTION by Jones to approve checks for August 2007 totaling \$442,068.82 as presented; seconded by La Due. All: Aye.

b. 2006-2007 Financial Statements:

- Keith announced that \$900,000 in property taxes had been received in September with expected to be received in October.
- MOTION by Jones to accept the financial statements as presented; seconded by Pearson. All: Aye.

- c. Fund 24 Financial Review:
 - No action required.
 - d. Fund 24 City Report – June 30, 2007:
 - Keith stated that a revised report may be sent after the audit is complete – as of now there is a \$3.1 million ending balance.
7. 2007-2008 Per Capita Grant:
- Grove requests approval of this annual per capita grant.
 - MOTION by Dankert to approve the 2007-2008 Per Capita Grant as presented; seconded by La Due. All: Aye.
- a. Library's Disaster Plan:
- Grove explained that the disaster plan is a requirement of the Per Capita Grant application. Bissey noted that revisions will be made to the plan after we move into the new building.
 - MOTION by Pearson to approve the library's disaster plan as presented; seconded by La Due. All: Aye.
8. Five Year Plan Update:
- Bissey reported that accomplishments were highlighted at the last Board meeting which was updated to 2012. A lot of our service goals and focus will be on adapting to the new building which will be a huge change for us all. Another goal will involve the Board reviewing our policies to make sure that they are updated to work well in the new setting.
 - MOTION by Shierry to approve the Five Year Plan Update as presented; seconded by Smeltzer. All: Aye.
9. Technology Plan:
- Grove explained that this plan is a one year term at this time rather than the three year plan as in the past. Most of the goals and objectives reflect the move into the new building. We are working on a plan with the City to have a fiber connection.
 - MOTION by Sandore to approve the Technology Plan as presented; seconded by La Due. All: Aye.
10. Annual Profile Summary:
- This annual summary is required by Lincoln Trail Libraries System for continuing membership. No action is required.
11. Board and Commission Workshop Report (Sandra Jones):
- Jones announced that the Champaign Public Library had the best attendance of any Board there. Jones was pleased about the participation and thanked Steve Carter for the opportunity. Overall, it was an excellent conference.

12. Correspondence and Communications:

- Grove mentioned that she received a letter from an attorney in Collinsville, IL who received a vase from Mr. Wiley. Mr. Wiley worked at the Champaign Public Library in the 1920's. When he left employment, the Library Director gave him a vase that sat on the front desk. We now have the vase because his attorney thought the library should have it. Someone from Krannert is researching it now.

13. Comments from the Audience:

- There were no comments.

14. Director's Report:

- Grove distributed her report and said the building looks great and is coming right along. The furniture is being delivered and Business Office Systems is doing a fantastic job.

15. Committee and Liaison Reports:

a. Champaign Public Library Foundation:

- Shierry reported that a breakfast meeting was held. Pittman announced that the Foundation is receiving an award on National Philanthropy Day Friday, November 16 as outstanding foundation given by the AFP's regional chapter. John Elder spoke about major gifts as the meeting and it was a nice event.

b. Friends of the Champaign Public Library:

- Jones reported that the Friends will hold their booksale November 9-11 and are confirming the site. The Friends will sell calendars this year. They are \$8.00 each.

c. Lincoln Trail Library System:

- The meeting will be next Monday. The recent symposium was very good. Shierry attended the session for trustees and was very interesting.

d. Douglass Branch Advisory Committee:

- The meeting is next month.

16. Comments from the Board:

- Funderburg expressed appreciation for all the hard work staff has done.

17. Next Meetings or Events:

- Regular Meeting, Thursday, October 18, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, November 15, 2007, 5:30 p.m., Douglass Branch
- Regular Meeting, Thursday, December 13, 2007, 5:30 p.m., Julia F. Burnham 3rd Floor Conference Room

18. Adjournment:

- MOTION by Jones to adjourn the meeting; seconded by Pearson. The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Rusty W. Freeland, President

Minnie Pearson, Secretary

Jill Bouvet, Recorder