

Agenda Item #4 (a)

**Board of Trustees
Minutes of Meeting
Julia F. Burnham 3rd Floor Conference Room
Main Library
September 15, 2011**

1. The meeting was called to order at 5:35 p.m. by Secretary Pearson.
2. Members Present: Mark Ballard, Russell Dankert, Rusty Freeland, Paula Kaufman, Michael La Due, Minnie Pearson and Jan Simon

Members Absent: Rochelle Funderburg

Library Staff Present: Marsha Grove, Amy Al-Shabibi, Mary Bissey, Jill Bouvet, Brent Colclasure, Debbie Keith, Elizabeth Otto and Donna Pittman

Visitors Present: Natalie Frankenberg, *League of Women Voters* and Jacob Roskovensky, *Illinois Heartland Library System*
3. Approve the Agenda:
 - MOTION by Ballard to approve the agenda as presented, seconded by Kaufman. All: Aye.
4. Approve the Minutes:
 - MOTION by Kaufman to approve the regular meeting minutes of August 18, 2011 as presented; seconded by Ballard. All: Aye.
5. Financial Reports:
 - a. Approve “Check Register” and “Handwritten Checks” for August 2011:
 - Keith noted a number of annual electronic resources that were renewed and indicated that many supplies are purchased in bulk at the beginning of the fiscal year. The check to Stocks Office Furniture for \$10,000 is for fabric to recover chairs in the library. The amount does not include labor which is being done by Beck’s. This purchase was approved in the Capital budget for furnishings to be recovered as necessary annually.
 - MOTION by Ballard to approve checks for August 2011 for \$548,428.95 as presented; seconded by Dankert. All: Aye.
 - b. 2010-2011 Financial Statements:
 - MOTION by Dankert to accept the financial statements for August 2011 as presented; seconded by Kaufman. All: Aye.
 - Keith informed the Board that property taxes to date this year versus last year are \$200,000 less and is waiting to see what will be received in October with the next payment.

c. Fund 24 Financial Review:

- There were no comments.

d. Request for Disbursement – DBL Renovation Project: Expense Report #3:

- MOTION by Dankert to approve the request for disbursement to Dodds Company for Expense Report #3 on renovation expenses on the Douglass Branch project totaling \$67,802.00 as presented; seconded by Kaufman. All: Aye.
- Grove distributed an updated Renovation Project budget sheet. Grove reported that the current contingency amount is \$3,866.00 although some electrical and miscellaneous items are needed.

6. Committee Preferences for 2011-2012:

- Freeland assigned the following committees for 2011-2012:

Budget and Finance: Ballard (*Chair*), Funderburg, Kaufman and Dankert
Personnel: Funderburg (*Chair*), La Due, Pearson and Simon
Policy: Kaufman (*Chair*), Ballard and Simon

7. Correspondence and Communications:

News Release entitled “Champaign and Urbana Libraries Plan Joint Catalog” explaining how the two libraries are working together to create their own library catalog (9/14/11).

8. Director’s Report:

- Grove explained that it has been an extraordinarily busy time with the Douglass Branch Renovation project. It looks fantastic! Larry Damski has been there almost full time and most recently adding CPU brackets to the tables. Technology staff has been there installing computers. The computer area is very nice and bright.
- Grove informed the Board that “automation” is confusing so we are calling our new system with Urbana our “new catalog. It has taken hours and hours of prep work with staff. A lot of our managers are involved along with support staff working hard because they want this to be the best catalog there is. It is going to be a fantastic catalog and very customer-friendly. The data transfer went well so soon there will be a test database to start testing over the next few months and then the final migration of the data will take place.
- Pearson asked when the new Computer Skills Instructor would begin at the Branch.
- Bissey reported that interviews were held and a decision would be made soon. The candidate would be at the Douglass Branch Library Renovation Reveal ceremony on September 22 and then begin individual/classroom help soon thereafter.
- Pittman announced that another part of the grant allowed promotions so the slogan will be “It all clicks at the Douglass Branch Library”. There will be billboards, newspaper and radio advertisements for the Branch.
- Freeland reported that he and Grove met with the Vice President (Joan Rhoades) and Director (Leslie Bednar) of the Illinois Heartland Library System and talked about the current state of our policies on reciprocal borrowing and interlibrary loan and restrictions on those for Mahomet/Tolono library cardholders. Also discussed were the current policies at Illinois Heartland and how those might be

reviewed and possibly adjusted to accommodate our concerns and how we might review our policies to accommodate concerns of the system.

- Freeland relayed that the Board would be revisiting our reciprocal borrowing policy as the anniversary is coming up when it was implemented.
- Grove introduced the Illinois Heartland Library observer, Jacob Roskovensky who is on the Illinois Heartland System Board.

9. Committee and Liaison Reports:

a. Art Committee:

- Dankert reported that the Art Committee met to consider the Julia Burnham Hospital sign. The committee thought it was a very nice piece but does not belong in the library. It does not relate to our library. It seemed incompatible with our design and we are not a historic museum. This is a remarkably reserved piece but the library should not be the depository for it. The committee recommends that the Board reject this opportunity. No motion is necessary because the recommendation is from the committee.
- Pittman reported that in regard to Peter Sis and the mural for the Children's department, he has finished the design work and is working with fabricators now. He is on schedule with the project.

b. Champaign Public Library Foundation:

- Ballard reported that the Foundation had a special presentation from Bill Russell about how to recognize various types of charitable gift opportunities. The Finance committee reviewed the investment policy, asset allocations and the operating fund plan. The budget was approved for the year which included the final payment of \$200,000 to the City. Pittman provided a summary form that summarized fundraising activities from 2009-10 versus 2010-11.

c. Friends of the Champaign Public Library:

- Simon was appointed as the representative of the Board for the Friends group.

10. Comments from the Audience:

- There were no comments.

11. Comments from the Board:

- Douglass Branch Library Renovation Reveal on September 22 at 4:30 – 6 p.m.

12. Next Meetings or Events:

- Regular Meeting, Thursday, October 20, 2011, 5:30 p.m., Douglass Branch Library, Room A/B
- Regular Meeting, Thursday, November 17, 2011, 5:30 p.m., Julia F. Burnham 3rd Floor Conference Room
- Regular Meeting, Thursday, December 15, 2011, 5:30 p.m., Julia F. Burnham 3rd Floor Conference Room

13. Adjournment:

- The meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Rusty W. Freeland, President

Minnie Pearson, Secretary

Jill Bouvet, Recorder