

**MINUTES OF THE
September 7, 2016
URBANA CIVIL SERVICE COMMISSION SPECIAL MEETING
Called by the Commission**

A special meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on September 7, 2016 in the Executive Conference Room of the Urbana City Building.

Commission Members: Present: Thomas Betz and Marion Knight

Staff Present: Celeste Choate, Urbana Free Library Executive Director; Dawn Cassady, Director of Collection Access Services at the Urbana Free Library; Elizabeth Borman, Assistant Human Resources Manager

Proceedings

Commissioner Knight called the meeting to order at 4:34 p.m. and Ms. Borman recorded the minutes. A quorum of commissioners were present, and the meeting, having been duly convened, was ready to proceed with business.

Approval of Minutes

Staff noted the minutes of the July 27, 2016 meeting would be provided at the next regular meeting.

Additions to the Agenda

None

Public Participation

None

Action Items

A. Request to establish passing score for Circulation Clerk/Information Assistant (Urbana Free Library)

Urbana Free Library staff presented results of the testing process for Circulation Clerk/Information Assistant. Staff recommended the passing score be established at 80 percent, which would result in a list of 21 applicants. Staff further requested the resulting register be in effect for two years from the date of this meeting (September 7, 2018). Mr. Betz motioned approval, Mr. Knight seconded. Motion approved.

B. Request to modify job description (Urbana Free Library)

This agenda item was tabled at the request of staff.

Informational and Discussion Items

None

Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 4:38 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary