

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, August 11, 2020**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met via Zoom on Tuesday, August 11, 2020. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m. Chris cited the State Executive Orders which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic.

**ATTENDANCE**

Present: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Donica Martin, and Amanda Standerfer

Also present: Brianna Gaspar

**MODIFICATIONS AND APPROVAL OF THE AGENDA**

It was moved by Barbara Jones, seconded by Beth Scheid, and passed by roll call vote to amend and approve the agenda to add to Discussion Section 10 a discussion about the Library's plans in regard to the schools. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

**PUBLIC COMMENT**

None.

**PRESENTATION**

John Thies gave a presentation on *What Makes a Good Board Member*. He remarked upon several things that make good Board members. One of the most important was a Board member should have a good understanding of the organization and a commitment to the mission. Board members come with various gifts, and leadership should look at the best ways to use these gifts to better the organization. Board members should be ambassadors for the organization. Board members need to understand the agenda, giving time to the important items and keeping short the lesser important items. An updated Board of Trustees Orientation Checklist was included in the August Board packet, which contains several resources. The Strategic Plan is another good resource. There was discussion about ways to diversify the Board and include youth, perhaps by partnering with USD#116.

Celeste Choate gave a presentation on *Fiscal Year 2020 Highlights*. A copy of the IPLAR (Illinois Public Library Annual Report) was sent to the Board. It has a lot of numbers in it that because

of COVID-19 look sad, but the Library had quite a good year in other areas. Celeste showed the comparison of FY19 and FY20. Program numbers and attendees looked good through February 2020 and probably would have come out even or maybe a little ahead of last year. Circulation was up by over 2,700 checkouts through the end of February 2020. Downloadables have been increasing in popularity and became very popular while the library was closed. Public computer use, volunteer hours, and notary stamps were also up at the end of February 2020.

**ACTION ITEMS (CONSENT AGENDA)**

Being that Chris Scherer asked and saw that there were no requests to separate the items, it was moved by Michael Weissman, seconded by Barbara Bennett, and passed by roll call vote to approve the consent agenda as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

**ACTION ITEMS (INDIVIDUAL)**

It was moved by Lupe Mejia, seconded by Jane Williams, and passed by roll call vote to approve the Annual Report to the City Council per 75 ILCS 5/4-10 as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

It was moved by Beth Scheid, seconded by Michael Weissman, and passed roll call vote to approve Resolution 2020-10 to Accept Gifts as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

It was moved by Barbara Jones, seconded by Lupe Mejia, and passed by roll call vote to approve the FY21 Budget Amendments as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

After discussion, it was moved by Michael Weissman, seconded by Barbara Bennett, and passed by roll call vote to approve the Cincinnati annual insurance premium for \$32,378. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

It was moved by Beth Scheid, seconded by Barbara Bennett, and passed by roll call vote to approve the City of Urbana Munis invoice for \$11,239.01. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

## **DISCUSSION ITEMS**

Barbara Jones requested a discussion about the Library's strategies in response to the changes in the school schedules, wondering about crowd control and other challenges. Celeste Choate explained how the Library is functioning in a Grab and Go model for all patrons. Joel Spencer, who works closely with teens, developed a plan which will be welcoming to teens and still allow a safe environment. There will be no in person Teen Lab, but teens Zoom with the librarians. If necessary, a greeter will be posted at the doors for the first couple of weeks after in-person school starts to explain the rules of Grab and Go. Another person will be floating throughout the building. The monthly school district newsletter created by TUFL will also explain the Library's Grab and Go policies, as well as Library e-resources for homework help. Lauren Chambers has been working with the school district to find a way for students to use their school ID's as library cards. If the Library has to move to Appointment Only Service, students will be able to make appointments following the age requirements that are already in the Rules of Behavior stating that children eight and under must be under the direct supervision of a parent or caregiver aged 14 or over at all times.

## **REPORTS OF LIAISON OFFICERS**

### *Friends of the Library*

Celeste Choate reported that the Amazon store is making around \$1,000 to \$1,200 a month.

### *The Urbana Free Library Foundation*

Chris Scherer reported that the Foundation has been working on investment and gift policies. Celeste Choate reported that Bob Switzer will rejoin the Foundation Board at the next meeting. *Why I Give* videos are being created for the Foundation, and Chris Scherer felt this was a good suggestion.

### *Illinois Heartland Library System*

Lupe Mejia reported that IHLS has been actively helping promote the census, and hosted a census event called Making Your Community Count. TUFL librarian, Lauren Chambers, was on the panel for that event. There has been increased focus on helping school libraries with a series of back to school communications and town hall style meetings planned. IHLS is also working on trainings which will help member libraries integrate into the new L2 platform.

## **ADMINISTRATIVE REPORTS**

Donica Martin reported that on Sunday the Archives received a little more from the News-Gazette. This is part of the News-Gazette Foundation collection that was purchased by the Champaign County History Museum. They asked Archives to take the Marajen Stevick

Chinigo collection, which consists of about 30 boxes of archival materials. These papers and photographs document the life and career of Chinigo, who was a long-time publisher of the News-Gazette. Donica anticipates having an intern or practicum student work on the collection this spring.

Barbara Jones complimented the Archives starting the Documenting Racial Justice in Champaign County collection. The Archives will be soliciting digital and physical materials from the community.

**BOARD PRESIDENT REPORT**

No report.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:21 p.m.

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Becky Brown, Recorder

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Barb Bennett, Secretary/Treasurer

Date Approved:\_\_\_\_\_

Supplementary information is available in the Board packet of August 11, 2020.

This meeting was taped for later broadcast.