

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

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, February 11, 2020. The meeting was called to order by the president, Chris Scherer, at 7:05 p.m.

ATTENDANCE

Present: Barb Bennett, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams (by phone)

Absent: Shirese Hursey

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

Also present: Kevin Lau and Michael Malatt (by phone)

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

Beth Scheid asked to amend the agenda to remove item 14.1 closed session for the discussion of compensation and performance of personnel.

APPROVE THE AGENDA

It was moved by Beth Scheid, seconded by John Thies, and passed unanimously to approve the agenda as amended.

PUBLIC COMMENT

None.

PRESENTATION

Michael Malatt, from Baker Tilly, gave the Board a brief summary of the FY19 audit. Michael said it had been a relatively quiet year with straightforward operations. He recommended the Board read the Management's Discussion and Analysis portion of the Financial Statement for good summary of the audit. Michael commented that the new financial system has allowed significant improvement in the controls. The last pages of the Communication Letter give a high level summary the report. Michael emphasized to the Board that the auditors work for the Board and are always available for any questions, concerns or comments they might have throughout the year.

Celeste Choate gave an overview of the budget process to the Board. The Strategic Plan, Mission Statement, and Vision Statement will play an important part as staff develop the budget. A draft budget will be brought to the Board in March, and the Board will vote on the budget in April. The budget then goes to the City. The Foundation will discuss their potential contributions at next week's meeting. Illinois Library Association Standards, staff raises, the

minimum wage increase will be considered in budget development. Although updating the Library's Financial Plan was held off until the Strategic Plan was finished, Celeste explained various ways that the Financial Plan will be incorporated into the budget planning process. There was discussion about the percentage of the budget going towards collection development and what is included in that.

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 Jones, and passed unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

After discussion, it was moved by John Thies, seconded by Michael Weissman, and passed unanimously to approve the posting of a facilities manager position.

DISCUSSION ITEMS

Barbara Jones and Celeste worked together to create a list of topics for future Board discussions. Barbara asked on which of the listed items the Board would like to focus. There was discussion about several items on the list. Chris asked Barbara and Celeste to continue their work on Board discussion topics, given the feedback at the meeting.

John Thies and Celeste will discuss Board capacity assessment and bring topics to the Board. Celeste mentioned advocacy and recruitment as two potential topics.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

No report.

Illinois Heartland Library System

Rachel Fuller reported that the IHLS Board nominations closed today. Ballots will be distributed in mid-March for voting. IHLS is partnering with the Illinois State Library to offer a webinar on the impacts of the minimum wage increases.

ADMINISTRATIVE REPORTS

Celeste followed up on an email she sent the Board a couple days earlier from an advocacy group reporting the potential cut for the ILMS budget. She handed out a statement from ILMS that came out today. It is important for the ILMS to be funded, so Celeste encouraged Board members to reach out to their representatives.

BOARD PRESIDENT REPORT

No report.

UNFINISHED BUSINESS

None.

CLOSED SESSION

At 7:51 p.m., it was moved by Barbara Jones, seconded by John Thies, and passed by roll call vote to move into closed session pursuant to 5 ILCS 120/2 (c) (5) for the purpose of the discussion of purchase or lease of real property for the use of the public body.

Yes votes: Barb Bennett, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

No votes: None

At 7:55 p.m., it was moved by roll call vote to move back into open session.

Yes votes: Barb Bennett, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

No votes: None

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 7:57 p.m.



Becky Brown, Recorder



Barb Bennett, Secretary/Treasurer

Date Approved: March 10, 2020

Supplementary information is available in the Board packet of February 11, 2020.
This meeting was taped for later broadcast on cable television.