

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Wednesday, October 9, 2019**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the MacFarlane-Hood Reading Room of The Urbana Free Library on Wednesday, October 9, 2019. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

ATTENDANCE

Present: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, and Chris Scherer

Absent: John Thies, Michael Weissman, and Jane Williams

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Robin Hayden, Joel Spencer, and Amanda Standerfer

Also present: Megan Cassady, Joan Hood, Austen Pontious, and Dennis Roberts

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

It was moved by Beth Scheid, seconded by Barbara Jones, and passed unanimously to approve the agenda as presented.

PUBLIC COMMENT

None.

LIBRARY BOARD STRATEGIC PLANNING

Amanda Standerfer explained to the Board that the Strategic Plan was transitioning from the Process Team to the Library Board. Members of the Process Team presented each of the four strategic directions, explaining two goals, possible activities, and potential measures of success for each one. Dawn Cassady presented *Embrace*. Rachel Fuller presented *Enrich*. Joel Spencer presented *Empower*. Joan Hood presented *Enhance*. There was discussion about some of the wording and adding targets to the goals to help measure success.

The Board then moved to a discussion of vision and mission statements. Amanda reminded them that vision statements are aspirational, and mission statements are concrete. After discussion, the Board came to a consensus for both statements.

PRESENTATIONS

Celeste Choate reviewed chapter 3 about personnel of the Serving Our Public 3.0: Standards for Illinois Public Libraries for the Per Capita Grant requirement. The Library meets the standards

in the checklist in all but two places, a completed strategic plan, which is just about finished, and annual staff evaluations. Celeste explained how staff evaluations have been done in the past, and discussed with the Board what is being measured during evaluations, the possibility of using different processes for hourly and benefited staff, and pausing the process to get the Strategic Plan in place. Once the Strategic Plan is approved, it will be used to guide staff goals.

ACTION ITEMS (CONSENT AGENDA)

Being that Chris Scherer asked and saw that there were no requests to separate the items, it was moved by Barb Bennett, seconded by Lupe Mejia, and passed unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Beth Scheid, seconded by Barb Bennett, and passed unanimously to accept the revised Archives Collection Management Policy II-D.

It was moved by Barbara Jones, seconded by Lupe Mejia, and passed unanimously to accept the revised Meeting Room Policy IV-C.

It was moved by Barb Bennett, seconded by Beth Scheid, and passed unanimously to approve the FY20 Budget Amendments.

It was moved by Beth Scheid, seconded by Barbara Jones, and passed unanimously to accept Resolution 2019-11 to approve the Ram Clean Custodial Services Contract.

It was moved by Shirese Hursey, seconded by Lupe Mejia, and passed unanimously to approve Resolution 2019-12 to accept the Illinois Arts Council Agency Grant.

After discussion, it was moved by Barb Bennett, seconded by Barbara Jones, and passed unanimously to accept Resolution 2019-13 to approve the Volo Broadband Internet Access Agreement.

DISCUSSION ITEMS

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The next book sale for Friends of the Library will be held in November.

The Urbana Free Library Foundation

The Foundation meets next Wednesday. They are planning a kick-off event for the fall fundraising campaign on November 7 at Silvercreek.

Illinois Heartland Library System

Rachel Fuller reported that IHLS has been meeting with the Illinois Library Association to discuss how to better engage from libraries in central and southern Illinois. IHLS is also reviewing data on the delivery system.

ADMINISTRATIVE REPORTS

Beth Scheid commented that reading the Administrative report made her aware of how many different things are happening at the Library, and how many staff members are involved to make things happen.

Barbara Jones expressed her appreciation for the Library music events, especially praising Carol Inskeep. Barbara feels that the music events have helped to develop a sense of community in the Library.

Requirement #7 for the Per Capita Grant is that at least one Board member must volunteer to watch a one hour webinar on organizational management. Barb Bennett volunteered.

BOARD PRESIDENT REPORT

No report.

UNFINISHED BUSINESS

None.


NEW BUSINESS

None.

ADJOURNMENT

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


Becky Brown, Recorder


Barb Bennett, Secretary/Treasurer

Date Approved: Nov 12, 2019

Supplementary information is available in the Board packet of October 9, 2019.
This meeting was taped for later broadcast on cable television.