

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, April 9, 2019

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, April 9, 2019. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

OATH OF OFFICE

Barbara Jones administered the Oath of Office to Shirese Hursey, the new Board of Trustees City Council member.

ATTENDANCE

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

Absent: Geoff Bant and Barb Bennett

Staff present: Sherrie Bowser, Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Donica Miller, Amanda Standerfer, and Anke Voss

Also present: Kevin Lau and Ayesha Mehta

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

It was moved by John Thies, seconded by Michael Weissman, and passed unanimously to approve the agenda as presented.

PUBLIC COMMENT

None.

PRESENTATIONS

Sherrie Bowser gave a presentation on the Archive's digital preservation project. Staff have been working on it for the past four years. Sherry attended a workshop provided by the Society of American Archivist which offered ideas on ways to deal with digital items such as CDs, thumb drives, and hard drives. Practicum student Edward Gloor helped to create a job description for another practicum student, which Sherrie and Donica Martin used to create seven job descriptions to recruit practicum students and volunteers. The Archives currently has two practicum students working on the digital preservation project. The bulk of the collection is News-Gazette digital photograph files. Sherrie explained the process that is used to organize, catalog, and preserve the digital media.

Donica Martin gave a presentation on the Archives' special collections processing project, which involves inventorying, cataloging, and processing about 650 linear feet of special collections materials. Donica also attended a Society of American Archivists workshop on reappraising materials, which led to the preliminary physical inventory of collections in November of 2017. One major goal has been to reduce the backlog of materials by processing materials into archival storage boxes and copying materials onto nonacidic paper. A second goal has been to provide intellectual access to the materials by creating finding aids and bibliographic records to add to the Archives' Local History Online database. The third goal has been to create physical space to store the special collections. Practicum students and volunteers are also helping with this project. One practicum student, Heide Charles, inventoried 500 boxes. Cataloging volunteers are creating records of what materials are in the boxes, and these records are findable in the OCLC database, the Local History Online, and the Champaign Urbana PAC database.

LIBRARY BOARD STRATEGIC PLANNING

Barbara Jones updated the Board on the work of the Process Team. Based on Process Team input, the Community Survey was updated. Barbara was pleased to see her suggestions and concerns addressed in the survey. Amanda Standerfer explained that after the Process Team's work on the survey, it was sent to the Community Ambassadors for their input. It then returned to the Process Team for final revisions, was machine translated into French and Spanish, and now it is at the School District to polish the translations. It is anticipated that the survey will go live next week. The Process Team's next steps are to talk about Focus Groups and plan the breakfast for Community Leaders.

Amanda reviewed the Strategic Plan time line, reviewing the last two planning sessions and explaining future events. She led the Board in a Vision and Mission Statement exercise. Vision is aspirational, a short catchphrase which is easy to remember. Mission is very practical. It concretely says these are the things to do to help achieve the vision. The Board's feedback will go to Process Team to distill and put together sample statements. The sample statements will be reviewed by the Board at their retreat.

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

ACTION ITEMS (INDIVIDUAL)

It was moved by Barbara Jones, seconded by Beth Scheid, and passed unanimously to accept Barb Bennett as the Board Secretary/Treasurer.

It was moved by John Thies, seconded by Michael Weissman, and passed unanimously to approve the General Benefits Policy VI-D revisions.

It was moved by John Thies, seconded by Shirese Hursey, and passed unanimously to table the revised Vacation & Leave policy VI-E.

It was moved by Michael Weissman, seconded by Barbara Jones, and passed unanimously to approve the FY19 Budget revision.

It was moved by John Thies, seconded by Beth Scheid, and passed unanimously to approve Resolution 2019-03 thanking Jared Miller for his service to the Board.

It was moved by Beth Scheid, seconded by John Thies, and passed unanimously to approve Resolution 2019-04 accepting the Intergovernmental Agreement for Media Production & Broadcast Services.

DISCUSSION ITEMS

The Board continued their discussion of Bylaws from last month. Barbara Jones would like to wait until the Strategic Plan is finished to review the Bylaws, particularly focusing on term limits and standing committees. John Thies mentioned that he would like to compare the Boards Bylaws with the bylaws of other organizations, not just other libraries. After discussion, it was the consensus of the Board to vote on some changes at the next meeting and wait on others until after the Strategic Plan has been completed.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends were pleased with the book sale held March 28 through April 1. It brought in over \$5,000. Most items were either sold or taken on the free day, with little to box up at the end.

The Urbana Free Library Foundation

No report.

Illinois Heartland Library System

Rachel Fuller reported on several things that are happening at Illinois Heartland. They currently have voting open for their Board of Directors. Each library in the system may vote. IHLS is offering a professional development conference, Reaching Forward South, in May. Recently, IHLS hosted the Members Matter meeting, where libraries gathered to provide updates about programs and initiatives offered in their libraries.

ADMINISTRATIVE REPORTS

Celeste reported that the teens in Teen Open Lab requested that they be allowed to use the auditorium closet used for Friends book sale storage as a permanent recording studio. The Friends agreed to have book sale items stored in other areas of the Library.

Barbara Jones wanted to commend the staff on the handling of two very different types of meetings that occurred at the Library at the same time recently. She was pleased with the Library's public service. Celeste responded with thanks to Barbara for her input in providing tools to help make good decisions.

BOARD PRESIDENT REPORT

No report.

UNFINISHED BUSINESS

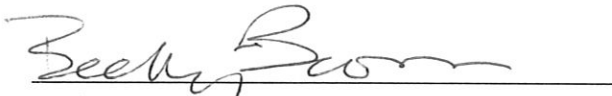
None.

NEW BUSINESS

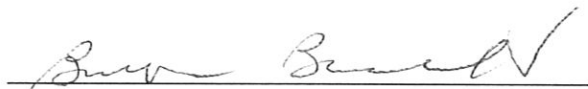
Chris Scherer charged the nominating committee with bringing forward a slate of candidates for officers to the May meeting.

ADJOURNMENT

The meeting was adjourned at 8:58 p.m.



Becky Brown, Recorder



Barb Bennett, Secretary/Treasurer

Date Approved: May 14, 2019

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