

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, March 12, 2019

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, March 12, 2019. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

ATTENDANCE

Present: Geoff Bant, Barb Bennett, Barbara Jones, Jared Miller, Beth Scheid, Chris Scherer, John Thies, and Jane Williams

Absent: Michael Weissman

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

Also present: Kevin Lau and Gregory Walburg

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

It was moved by Barbara Bennett, seconded by Jared Miller, and passed unanimously to approve the agenda as presented.

PUBLIC COMMENT

None.

PRESENTATIONS

Celeste Choate gave a presentation on the FY20 budget. She explained that the budget preparation for FY20 involved learning the new financial system's budgeting process. The Library has three funds; 802's for the general budget, 820's for the rental building budget, and 810's for the gift funds. The Library received an \$180,000 bequest, which could be used for a variety of purposes. Celeste showed the Board a pie chart of the revenue streams, with property tax as the largest piece. Fines are decreasing. The City has asked the Library to cut \$59,100 from the budget. Expense increases include a 2% increase to the wage chart, step increase raises, and an increase in health insurance costs in January 2020. The Illinois minimum wage increase will not affect the Library's FY20 budget, but staff are factoring that into future budgets. The Library is investigating asking the City with costs of hiring a security person, paying partial dependent health insurance premiums, and performing a compensation comparison study with the City. The Board will vote in the FY20 budget at the April meeting, and then it will go to the City.

LIBRARY BOARD STRATEGIC PLANNING

Amanda Standerfer outlined the progress of the Strategic Plan. The Board did a SOAR analysis, focusing on the Library's Strengths, Opportunities, Aspirations, and Results. Amanda recorded the many comments from the Board on each point.

ACTION ITEMS (CONSENT AGENDA)

Being that Chris Scherer asked and saw that there were no requests to separate the items, it was moved by Jared Miller, seconded by Barbara Jones, and passed unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Beth Scheid, seconded by Barbara Jones, and passed unanimously to approve the payment of the City of Urbana FY19 Munis invoice for \$13,404.

It was moved by John Thies, seconded by Jared Miller, and passed unanimously to approve the payment of the City of Urbana estimated FY20 Munis costs of \$11,485.43.

It was moved by John Thies, seconded by Barbara Jones, and passed unanimously to change the Emergency and Disaster document from a plan to a procedure.

It was moved by Beth Scheid, seconded by Jared Miller, and passed unanimously to approve Resolution 2019-01 approving the JPE Service Agreement, Seventh Addendum.

It was moved by John Thies, seconded by Barbara Jones, and passed unanimously to approve Resolution 2019-02 accepting Gifts and Grants.

DISCUSSION ITEMS

Draft Bylaws were provided in the Board packet which incorporated the feedback from last month's Board meeting and provided multiple choices for the Board to discuss. Geoff Bant explained that he wanted the Board to explore three particular areas. The first was term limits for officers. The second was ways to diversify the Board. The third was finding ways to elicit public comment, since community is important to the Board. He didn't feel that the Bylaws had to be changed to address all of these areas, but that discussion about the Bylaws would be a good start to also addressing his concerns. The Board discussed all three of the topics and it was decided to continue the discussion at the April meeting.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The next book sale will be March 28 through April 1.

The Urbana Free Library Foundation

The Foundation approved the expenses that were in the financial report.

Illinois Heartland Library System

The Board discussed various way to keep informed about IHLS since Geoff is leaving both Boards.

ADMINISTRATIVE REPORTS

Rachel Fuller reported that AYS has hired two new librarians, with one focusing more on teen services and the other more on services to children.

Anke Voss reported that the Library will be opening at 11 on Tuesday, March 19 to accommodate the installation of the new chiller on the roof. A large crane will be set up in the parking lot around 6 a.m., and by law, staff and patrons may not occupy the building during the process of removing the old chiller and placing the new one on the roof. The plan is for everything to be finished by 10 a.m., and staff will have the hour from 10 a.m. to 11 a.m. to perform opening tasks.

Porch construction will continue once the weather improves.

Barbara Jones wanted to say thank you for Kanopy. Rachel Fuller explained what Kanopy is, and that public response has been favorable.

BOARD PRESIDENT REPORT

No report.

UNFINISHED BUSINESS

Jane Williams reported for the Nominating Committee that Barb Bennett is the candidate for Secretary/Treasurer. The Board will vote on the nomination at the April meeting.

NEW BUSINESS

Beth Scheid asked the Board to acknowledge Jared Miller's service to the Board since this was his last Board meeting. Shirese Hursey will be the new City Council Board member.

ADJOURNMENT

The meeting was adjourned at 9:17 p.m.



Becky Brown, Recorder



Barbara Jones, Secretary *pro tempore*

Date Approved: April 9, 2019

Supplementary information is available in the Board packet of March 12, 2019.
This meeting was taped for later broadcast on cable television.