

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

CALL TO ORDER

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

ATTENDANCE

Present: Jared Miller, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Absent: Geoff Bant, Barb Bennett, and Barbara Jones

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Thomas Kuipers, 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 Michael Weissman, seconded by Jared Miller, and passed unanimously to approve the agenda as presented.

PUBLIC COMMENT

None.

PRESENTATIONS

Michael Malatt, the auditor from Baker Tilly Virchow Krause, gave the Board the annual financial report via Skype. He explained that the audit is two-fold, looking at the numbers and walking through key processes, which results in two reports, the *Financial Statements* and the *Communication to Those Charged with Governance and Management*. Michael reported that for the *Financial Statements* there were no significant fluctuations in the Library's operation or the financial results. There were two significant changes during the year, the first being the financial software change. The second was the rolling up of the publications fund and the grant fund into the general fund. Michael touched on a new liability on the books involving post-employment benefits, which does not impact the Library's funds, operation, or overall budget. The *Communication* letter is a summarization of what the auditors saw and the identified risks, which were similar to prior years, because both the old and new software were used during the time span of the audit. Michael anticipates a drastic reduction in risks in the audit next year with the new software and procedures that have been put into place. John Thies asked if Michael considered the audit a clean audit, and Michael answered that yes, this would be

considered a clean audit. It was moved by John Thies, seconded by Beth Scheid, and passed unanimously to accept the audit as presented.

Tom Kuipers reported on the Bylaws evaluation process. He reviewed the Bylaws of fourteen to fifteen libraries of similar size to The Urbana Free Library in university towns, and some larger libraries in Illinois. Tom touched on several ways that the Library's Board Bylaws differ from other libraries, including ad hoc committees rather than standing committees, no term limits for officers, a longer process for policy changes, and a more generous public comment time limit. The Board complimented Tom on his report and thanked him for his work.

LIBRARY BOARD STRATEGIC PLANNING

Because Geoff Bant and Barbara Jones, both on the Process Team, were unable to attend the Board meeting, Celeste gave a quick report about the progress of the Process Team. A page has been added to the Library's website with an approximate planning time line and an invitation to the community to become involved in the planning process. As of the night of the Board meeting, seven people had filled out the applications. Celeste also asked the Board to consider various ways to schedule the activities that are their part of the planning process, including potential dates and times for the Board retreat, and scheduling Board meetings to start earlier or go later for the next several months.

Amanda Standerfer facilitated the first planning session with the Board. She asked the Board members to comment on previous experiences with strategic plans, what they were proud of about the Library, and what they were curious about as the Library heads into the process. She explained the three phases of the Strategic Plan. The first, and longest phase, is the Learning Phase. The second is the Dream Phase, and the third is the Do Phase. Amanda also explained to the Board the difference between strategic planning and strategic thinking. She then had the Board do an Environmental Scan activity, breaking into two groups to look at six different areas, political, economic, social, technological, legal, and library sector. They discussed what is going on in these areas that impact the world, the country, our community, and the Library. The goal of the session was to start thinking about the environment and what is out there that needs to be considered as the Library goes into the Strategic Planning process.

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 Michael Weissman, seconded by Jared Miller, and passed unanimously to approve the Circulation and Interlibrary Loan Policy as presented.

DISCUSSION ITEMS

Using Tom Kuiper's presentation as a starting point, the Board discussed the Bylaws. The discussion included possible term limits for officers, standing committees vs. ad hoc committees, length of time for public comment, and electronic attendance. There was also discussion about items not covered by the Bylaws, but of importance to the Board functionality,

such as the recruitment of members and the orientation of new members. Celeste took notes during the discussion and will write up a draft of the Bylaws, incorporating the suggested changes, for the Board to discuss at the next meeting. A finished copy of the Bylaws will be reviewed by the Board and voted on at a future meeting.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The next book sale will be in March.

The Urbana Free Library Foundation

The Library will be making a request for funding to the Foundation at the next meeting.

Illinois Heartland Library System

Chris Scherer asked for anyone on the Library Board that may be interested in being the IHLS liaison to see him.

ADMINISTRATIVE REPORTS

Celeste reported that the Library has updated the Disaster Plan, which was originally written by Anke Voss in 2007 to meet a state funding requirement. The 2007 requirement and the Board's Bylaws required the Board to vote on accepting the plan, but since the Disaster Plan is more procedural, Celeste requested that the Board review the updated plan for consideration as to whether it continues to need Board approval.

Celeste informed the Board that the Library is changing email settings for staff and the Board so that emails sent to @urbanafree.org will no longer be forwarded to personal email addresses.

Celeste heard back from the City Planning Department about the Block Plan. They provided some new planning documents to consider incorporating into the plan. Celeste anticipates meeting with the Block Plan team before the April Board meeting.

BOARD PRESIDENT REPORT

Chris appointed Barb Bennett join Jane Williams on the nominating committee. This committee will meet to propose a new Secretary/Treasurer to the Board to replace Geoff Bant. Geoff also served on the Strategic Plan Process Team.

UNFINISHED BUSINESS

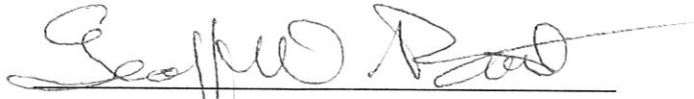
None.

ADJOURNMENT

The meeting was adjourned at 9:10 p.m.



Becky Brown, Recorder



Geoff Bant, Secretary/Treasurer

Date Approved: 3/12/2019

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