

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, September 11, 2018

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, August 14, 2018. 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, Michael Weissman, and Jane Williams

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

Also present: Molly Sweeney

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

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

CALL FOR EXECUTIVE SESSION

An executive session was called.

PUBLIC COMMENT

None.

PRESENTATIONS

Celeste Choate presented to the Board the highlights of FY18. She praised staff for working together and with community partners to create a library where people want to come. She pointed out and explained various increases and decreases in the year's statistics. She mentioned the many ways that the Library has partnered with the community, including the University of Illinois, USD#116, and the community garden with Cunningham Township. Library programs, such as the Teen Open Lab and FanCon, continue to be popular. The Library has started several new collections, circulating musical instruments, sewing machines, and many other items. New services offered by the Library include 3-D printing and Hoopla, a subscription service that allows multiple users to check out a title at the same time. Archives staff continue to process the Chanute collection. The Foundation promised funds to help with the chiller replacement and porch repair. Due to a change in the way the Library reports the budget, the FY18 budget will show more expenses than revenue. The difference will come from the fund balance, even though there is no longer a specific line for that purpose. After Celeste's

presentation, there was discussion among the Board about the kinds of things that statistics count and don't count.

ACTION ITEMS (CONSENT AGENDA)

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

It was moved by John Thies, seconded by Jared Miller, and passed unanimously to approve Resolution 2018-14 the JPE Service Agreement Sixth Addendum.

After discussion, it was moved by Jared Miller, seconded by Barb Bennett, and passed unanimously to approve the FY19 Budget Amendment.

DISCUSSION ITEMS

Celeste questioned the Board as to whether it would be helpful for her to review the Bylaws of libraries that are a similar size to see what they have included. She suggested adding pieces from the recommendations in the Trustees Facts File that are missing from the Library's Bylaws. Geoff Bant has agreed to help Celeste work on the review.

The Library is in the process of hiring several positions, and these people will be an important part of the Strategic Planning process. Celeste would like to get these people settled and start the planning in February or March of 2019. There was discussion about types of plans, ways to engage the community, timelines, and what the plan might accomplish.

There was discussion about future Board educational topics. Chris Scherer was pleased to see the number and variety of topics the Board has covered already. Celeste reminded the Board that they need to review chapters 6 through 10 in the Trustees Facts File to meet State Per Capita requirements. The requirement is due by January 15, which is just after the January meeting. Celeste recommended that the Board review the chapters at the December meeting.

REPORTS OF LIAISON OFFICERS

Friends of the Library

At their last meeting, the Friends discussed helping the Library beautify Megan's Garden. The August book sale profits – over \$5,400 - and the November book sale dates were also discussed.

The Urbana Free Library Foundation

The Foundation will meet on Wednesday, September 12. The Foundation has formed a committee that will work with the new Development Director on fund raising.

Illinois Heartland Library System

Geoff Bant reported that IHLS Board has a new president and committees. IHLS is slowly receiving expected state funding.

ADMINISTRATIVE REPORTS

Rachel Fuller informed the Board that the Library has started circulating mobile hotspots thanks to the generosity of The Urbana Free Library Foundation. Right now ten of the devices are available for checkout, and the Library has the option to expand the collection next year. The mobile hotspots have received positive feedback from patrons.

BOARD PRESIDENT REPORT

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

At 8:16, it was moved by Beth Scheid, seconded by Barbara Jones, and passed by roll call vote to move into closed session pursuant to 5ILCS 120/2 (c) (1) to discuss personnel issues.

Yes votes: Geoff Bant, Barb Bennett, Barbara Jones, Jared Miller, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

No votes: None.


At 9:29, it was moved by Jared Miller, seconded by Barbara Jones, and passed by roll call vote to move back into open session.

Yes votes: Geoff Bant, Barb Bennett, Barbara Jones, Jared Miller, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

No votes: None.

ADJOURNMENT

The meeting was adjourned at 9:29 p.m.


Becky Brown, Recorder


Geoffrey Bant, Secretary/Treasurer

Date Approved: October 9, 2018

Supplementary information is available in the Board packet of September 11, 2018.
This meeting was taped for later broadcast on cable television.