

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, June 13, 2017

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on June 13, 2017. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

ATTENDANCE

Present: Geoff Bant, Bill Brown, Barbara Jones, Anna Merritt, Mark Netter, Chris Scherer, and Michael Weissman

Absent: Beth Scheid and Jane Williams

Staff present: Dawn Cassady, Lauren Chambers, Celeste Choate, Rachel Fuller, Joel Spencer, Anke Voss

Also present: Emily Knox and Dan Panno

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

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

CALL FOR EXECUTIVE SESSION

There is an executive session on the agenda.

PUBLIC COMMENT

None.

PRESENTATIONS

Emily Knox, of Makerspace Urbana and the iSchool at Illinois, gave a presentation on the Maker Movement. One part of the Makerspace Movement is helping people find ways to repurpose, reuse, and recycle items. Another part is Hacker Space with emphasis on technology.

Makerspace Urbana has three focal points. They work with the Python User's group, where people teach and learn coding in Python. They run a Community Help Desk, which provides free personal computer diagnostic and repair services to the community. They also offer a Sewing Night on the third Monday of each month, which gives people an opportunity to use various types of sewing machines. Emily invited everyone to the Heartland Makerfest on October 14 at Lincoln Square Mall, where people will show off things that they have made.

Information about Makerspace Urbana can be found at www.makerspaceurbana.org.

ACTION ITEMS (CONSENT AGENDA)

It was moved by Anna Merritt, seconded by Mark Netter, and passed unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Barbara Jones, seconded by Michael Weissman, and passed unanimously to approve the Intergovernmental Agreement between the Champaign County Clerk of the Circuit Court and The Urbana Free Library as presented.

It was moved by Bill Brown, seconded by Michael Weissman, and passed unanimously to accept Chris Scherer as President, Mark Netter as Vice-President, Beth Scheid as Secretary Treasurer, and Anna Merritt as Secretary *pro tempore* for FY18.

It was moved by Mark Netter, seconded by Barbara Jones, and passed unanimously to approve Resolution No. 2017-01 Ascertainning Prevailing Wages as presented.

Celeste Choate handed out the FY17 Budget Amendments, which involved two small changes to the budget. She explained that are still a couple of factors that will impact the FY17 budget. The first is the Per Capita Grant. It has not yet been received, and the State is uncertain as to when it will be sent. The second is the boiler replacement, which is scheduled for June, but has not yet happened. It is unlikely that it will happen in time for the Library to receive an invoice before the last bills of FY17. It was moved by Anna Merritt, seconded by Michael Weissman, and passed unanimously to approve the FY17 Budget Amendments as presented.

Celeste explained to the Board the changes in the FY18 Budget. The Library had asked City Council for \$210,000 for building needs, but the City will be unable to provide the funds. The Foundation voted to give the Library \$153,514 to help with chiller replacement expenses. Also, the new FY18 Budget shows the need to move money put into the fund balance at the end of FY17 from the fund balance to pay for the boiler repairs which will occur in FY18. It was moved by Barbara Jones, seconded by Michael Weissman, and passed unanimously to approve the FY18 Budget as amended.

It was moved by Anna Merritt, seconded by Mark Netter, and passed unanimously to approve the Intergovernmental Agreement to join the Electronic Content Consortium.

It was moved by Barbara Jones, seconded by Michael Weissman, and passed unanimously to accept Resolution 2017-02, the gift of property located at 202 West Green from The Urbana Free Library Foundation. The Board expressed their thanks to the Foundation and to donors who made the purchase possible.

It was moved by Bill Brown, seconded by Barbara Jones, and passed unanimously to accept Resolution 2017-03, Accept Grants and Gifts.

There was discussion about the bidding process and how the Library advertises for services. After discussion, it was moved by Mark Netter, seconded by Anna Merritt, and passed unanimously to approve Resolution 2017-04, the JPE Service Agreement, First Addendum.

It was moved by Barbara Jones, seconded by Michael Weissman, and passed unanimously to accept Resolution 2017-08 to thank Bill Brown for his service on the Library Board. The Board expressed their appreciation of Bill's time on the Board.

It was moved by Anna Merritt, seconded by Mark Netter, and passed unanimously to approve Resolution 2017-06, approval of the agreement between The Urbana Free Library and Reliable Plumbing and Heating Company.

DISCUSSION ITEMS

None

REPORTS OF LIAISON OFFICERS

Friends of the Library

None

The Urbana Free Library Foundation

Rachel Fuller reported to the Board that the Foundation has agreed to help purchase percussion instruments for the Children's Department circulating collection. There was discussion about people donating musical instruments to the Library and to the Urbana School District.

Illinois Heartland Library System

Geoff Bant reported that IHLS staff are continuing to explore advocacy opportunities. Laura Huth of *do good* Consulting, has been hired to help.

ADMINISTRATIVE REPORTS

Celeste Choate reported that the City received four bids in response to the Energy Savings Project. Celeste, Kathy Wicks, and members of City staff are evaluating the four bids to choose which company with which they will work. The Library may choose to work separately from the City, but is leaning towards working in conjunction with the City. The Board will decide how much to spend on what projects. A professional grade energy audit will need to be performed before the project work is started.

Anke Voss reported that the family of Alexander Bowman donated two of his journals to the Archives. Alexander Bowman was a map maker, creating maps of West Urbana, Urbana, and Champaign County. He was also the architect for the Court House in 1860.

Anke also reported to the Board that Jean Burkholder passed earlier in the week. The Archives has files from Jean Burkholder.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

At 8:20 p.m. it was moved by Bill Brown, seconded by Barbara Jones, and approved by roll call vote to move into closed session to discuss personnel, pursuant to 5 ILCS 120/2 (c) (1).

Yes votes: Geoff Bant, Bill Brown, Barbara Jones, Anna Merritt, Mark Netter, Chris Scherer, and Michael Weissman

No votes: None.

At 9:40 p.m., it was approved by roll call vote to move back into open session.

Yes votes: Geoff Bant, Bill Brown, Barbara Jones, Anna Merritt, Mark Netter, Chris Scherer, and Michael Weissman

No votes: None.

ACTION ITEMS

It moved by Bill Brown, seconded by Michael Weissman, and approved unanimously to increase the Executive Director's FY18 wage by 3%, add three vacation days, and add cost of living increase if the Library staff receive it.

It was moved by Bill Brown, seconded by Barbara Jones, and approved unanimously to amend the FY18 budget by moving \$77,133 from the Circulation Director line to the Associate Director line, move \$5,405 from the Administration hourly line to the Associate Director line, and move the 3% increase for the Executive Director's line from the Administration hourly line.

ADJOURNMENT

The meeting was adjourned at 9:43 p.m.

Becky Brown, Recorder

Anna Merritt, Secretary *pro tempore*

Date Approved: _____

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of June 13, 2017.