

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, April 11, 2017**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on April 11, 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, Beth Scheid, Chris Scherer, Michael Weissman and Jane Williams

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

Also present: Simon Rosenzweig and Wren Wheeling

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

It was moved by Mark Netter, seconded by Bill Brown, 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

None.

ACTION ITEMS (CONSENT AGENDA)

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

ACTION ITEMS (INDIVIDUAL)

The FY18 Budget includes revenue and expense lines for all of the Library's funds. Celeste Choate explained to the Board how she arrived at the educated estimates for the funds that are not a part of the Library's general operating fund. The only difference between the FY18 Budget presented at the April meeting and the one presented at the March meeting is the movement of \$400 from the children's book line and \$600 from the adult book line into the materials processing supplies line. It was moved by Beth Scheid, seconded by Jane Williams,

and passed unanimously to approve the FY18 Budget as presented. The City is looking at budget cuts, and those may have an effect on the Library's budget. HVAC repairs may also create future budget adjustments. Barbara Jones expressed her appreciation of the budget summary reports.

It was moved by Mark Netter, seconded by Barbara Jones, and passed unanimously to accept the MOU regarding the Library's participation as a non-voting member of the Joint Labor/Management Insured Benefits Committee. The agreement is also being examined by City unions. If they have changes, then those will be brought back to the Library Board for approval.

After discussion, it was moved by Anna Merritt, seconded by Bill Brown, and passed unanimously to accept the Intergovernmental Agreement for Services between The Urbana Free Library and Urbana School District #116. The Board was pleased that the Library has worked out a way to serve an unserved population. Chris Scherer thanked Dawn Cassady for all of the work she had put into the agreement process. Statistics will be gathered so that the agreement can be reviewed in a year's time.

DISCUSSION ITEMS

There was discussion about the Board's professional discussion topics and future schedules. It was the consensus of the Board that discussion topics have been helpful, and they would like to continue discussions. Chris Scherer asked Barbara Jones if she would meet with Celeste to prepare a list of possible future topics. Some suggested topics were ethics, serving the immigrant population, and the strategic plan.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Anna Merritt reported that the April book sale was successful. The Friends agreed to spend \$400 of the revenue on advertising the Summer Reading Program on the back of an MTD bus. There was discussion about how books are provided for the Little Free Library.

The Urbana Free Library Foundation

Chris Scherer told the Board that the Foundation is still negotiating the purchase of the corner lot.

Illinois Heartland Library System

Geoff Bant reported that there optimism about future revenue coming in to IHLS. The new roof on the Champaign building is fine. IHLS staff are continuing to explore advocacy opportunities.

ADMINISTRATIVE REPORTS

Celeste Choate reported that the City has returned the new Assistant Director job description, and she hopes to have it posted soon. The next job focus will be the development director position.

Rachel Fuller, the new AYS Director, introduced herself. She previously worked for the Rochester Public Library and Rochester School District. She is looking forward to being a part of the new initiatives at The Urbana Free Library.

Kathy Wicks reported that the motor for the east air handler was delivered without incident. It was installed and working very quickly after delivery.

Last month the City included the Library in an RFP to competitively select an Energy Services Company with an overall goal of guaranteed energy savings. As a part of the RFP process, Kathy gave approximately 16 people a tour of library back rooms and the roof. The company chosen by the City will recommend projects that the City and Library can do to save energy and money.

The boiler will be replaced next month as planned, but the chiller project is on hold pending the City Council's vote on the FY18 budget.

Alpha Controls was in the Library recently to begin the process of replacing the HVAC control system. They hope to have the work finished by May 15.

Barbara Jones and Anna Merritt both congratulated Celeste Choate, who has accepted an invitation to join the Advisory Committee of the University YMCA's New American Welcome Center.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chris Scherer has appointed Geoff Bant and Bill Brown to be on the nominating committee for Board Officers.

CLOSED SESSION

At 8:05 p.m. it was moved by Anna Merritt, seconded by Jane Williams, 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, Beth Scheid, Chris Scherer, Michael Weissman and Jane Williams

No votes: None.

At 9:08 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, Beth Scheid, Chris Scherer, Michael Weissman and Jane Williams

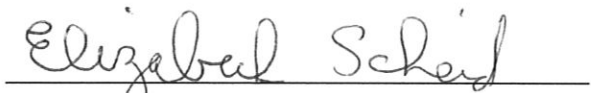
No votes: None.

ADJOURNMENT

The meeting was adjourned at 9:08 p.m.

Handwritten signature of Becky Brown in cursive script, written above a horizontal line.

Becky Brown, Recorder

Handwritten signature of Elizabeth Scheid in cursive script, written above a horizontal line.

Elizabeth Scheid, Secretary

Date Approved: 5/9/17

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of April 11, 2017.