

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, February 14, 2017**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on February 14, 2017. The meeting was called to order by the vice-president, Mark Netter, at 7:00 p.m.

**ATTENDANCE**

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

Absent: Chris Scherer and Jane Williams

Staff present: Becky Brown, Celeste Choate, and Kathy Wicks

Also present: Shauri Gonzalez and Simon Rosenzweig

**ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA**

Beth Scheid called for a closed session pursuant to 5 ILCS 120/2 (c) (1).

**APPROVE THE AGENDA**

It was moved by Beth Scheid, seconded by Anna Merritt, and passed unanimously to approve the agenda as amended.

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

Michael Malatt, from Baker Tilly auditors, spoke via Skype to the Board about the FY16 audit, which he said went smoothly, without any issues. Michael thanked Celeste Choate and Becky Brown for their help with providing the materials needed for the audit. Baker Tilly provides two documents about the audit to the Board. The first is the *Financial Statements*, and the second is the *Communication to Those Charged with Governance and Management*. Michael focused more on the information in the *Communication*. Given the number of staff working at the Library, segregation of duties can be difficult, but the Library has made continual improvement over the last three years that Baker Tilly has been doing the audits. The new financial system will provide better controls and flexibility. Bill Brown asked about ways to align anticipated future capital expenses and depreciation with the audit net position figures. Michael Malott explained a couple of different ways to approach this.

**ACTION ITEMS (CONSENT AGENDA)**

It was moved by Anna Merritt, 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 Geoff Bant, and passed unanimously to approve the FY16 Audit.

It was moved by Beth Scheid, seconded by Anna Merritt, and passed unanimously to approve the FY16 Building Fund Budget.

It was moved by Anna Merritt, seconded by Barbara Jones, and passed unanimously to approve the FY16 Trust Fund Budget.

It was moved by Beth Scheid, seconded by Bill Brown, and passed unanimously to approve FY16 Library Sales Fund Budget.

It was moved by Bill Brown, seconded by Michael Weissman, and passed unanimously to approve the FY16 Grant Fund.

It was moved by Anna Merritt, seconded by Beth Scheid, and passed unanimously to approve the FY17 Budget Amendment.

### **DISCUSSION ITEMS**

Celeste Choate explained the recommended changes to the Financial Policy. The Board would approve the budget for all funds at the beginning of each fiscal year, rather than just the general fund. Another change allows Directors to use the Treasurer's stamp on checks, but states that the same person cannot apply both signature stamps. The Financial Policy will be brought to the Board at the March meeting for a vote.

Kathy Wicks gave the Board a memo with background and current information about the chiller situation. The Board will be voting on the chiller replacement at the March meeting. There is some concern about whether the chiller will work throughout the summer, since it is currently running at 50%. Dan Hoch, from Davis Houk, thinks it can be kept going until it is replaced.

### **REPORTS OF LIAISON OFFICERS**

#### ***Friends of the Library***

The Friends of the Library meet in March, and the book sale is in March. They are giving away romance novels in honor of Valentine's Day.

#### ***The Urbana Free Library Foundation***

The Foundation is in negotiations for property acquisition.

*Illinois Heartland Library System*

Geoff Bant reported that IHLS has received 30% of their budget. RAILS and IHLS have signed the contract for book delivery.

**ADMINISTRATIVE REPORTS**

Kathy Wicks reported that the Library has received a quote from Henneman Engineering for the design service for the boiler replacement. Mark Netter, Michael Weissman, Celeste Choate, and Kathy Wicks met with Henneman in January, and another meeting is planned for next week. The boiler replacement process is moving ahead.

Kathy also gave the Board a spreadsheet showing the long term capital improvements replacement cycle for the various building components. This provides a proactive way to look at projects and move forward. Bill Brown expressed his appreciation for the information. Michael Weissman suggested that the Library consider improving the windows before replacing carpet, since the window improvements will result in energy and financial savings for the Library.

Celeste announced to the Board that the Library and the Urbana School District have been working on an intergovernmental agreement that would allow children in the free and reduced lunch program to receive library cards. The Library drafted the agreement with the help of the City Attorney, and the School District it is with the School District now.

Celeste also told the Board that it is time to start working on the Strategic Plan. She has a set of books written by Library School professors in which they are looking at anchor community institutions which support the communities. She proposed looking at the previously stated priorities of these anchor community institutions and the City of Urbana's priorities for the community as first steps to help the Library create the Strategic Plan.

The Library has hired a full-time Acquisitions cataloger and is in the process of hiring an Adult and Youth Services Director and an Administrative/Acquisitions clerk. Once these two positions are filled, the Library will start the process of hiring a Development Director and a second Associate Director.

Celeste asked for Board volunteers to report on chapters in the Trustees Facts File that interest them. This led to a discussion about Board members reporting on a variety of possible topics of interest and expertise. Beth Scheid suggested that the Board first work through the Trustees Facts File to establish a base line of the Trustees duties and then explore other topics that would be of interest and relevant to the Board, such as unserved populations.

**NEW BUSINESS**

None.

**UNFINISHED BUSINESS**

None.

**CLOSED SESSION**

At 8:07 p.m. it was moved by Beth Scheid, seconded by Anna Merritt, 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, and Michael Weissman

No votes: None.

At 8:48 p.m. it was moved by Geoff Bant, seconded by Barbara Jones, and 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, and Michael Weissman

No votes: None.

**ADJOURNMENT**

The meeting was adjourned at 8:48 p.m.

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Becky Brown, Recorder

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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 February 14, 2017.