

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, January 10, 2017**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on January 10, 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, and Michael Weissman

Absent: Jane Williams

Staff present: Becky Brown, Celeste Choate, and Anke Voss

Also present: Shauri Gonzalez and Simon Rosenzweig

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

Numbers 7.1, 9.1, 9.2, 9.3, 9.4, and 9.5 were dropped from the agenda.

**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**

Celeste Choate gave high level look at the upcoming budgeting process. Budget planning involves looking at the standards for Illinois public libraries, past budgets, and the Financial Plan. The current Financial Plan includes the HVAC system, the Race Street porch, and the boiler replacement. Cost of living raises and the expenses of a new financial system are a couple of unknowns which will affect the budget. Celeste proposed a change for the FY18 budget. In past years, the Board has reviewed and approved the L05, or general account, before the fiscal year started. They approved the other accounts, L10, L15, L25, and L30, at the end of the fiscal year, after the audit was completed. She would like the Library to create a budget for each account at the beginning of FY18, and have all of the accounts reviewed and approved by the Board before the fiscal year starts.

**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 Mark Netter, seconded by Barbara Jones, and passed unanimously to approve the revised Technology Plan FY16 – FY18. There was discussion about 3-D printers, reader's advisory, equipment replacement, and maker space.

It was moved by Beth Scheid, seconded by Bill Brown, and passed unanimously to approve the FY17 budget amendment.

It was moved by Anna Merritt, seconded by Michael Weissman, and passed unanimously to approve the Circulation and Interlibrary Loan Policy revisions.

It was moved by Michael Weissman, seconded by Barbara Jones, and passed unanimously to approve Security Camera Policy revisions.

### **DISCUSSION ITEMS**

Celeste Choate spoke about the Trustee Facts File, Chapter 10 which covers the budgeting process, library expenditures, and revenue sources. The Library's main revenue source is property taxes, which are levied by the City of Urbana. Another revenue source, the State Per Capita grant is anticipated to be about the same this year as it was last year. Kathy Wicks is looking into energy efficiency grants to help with boiler expenses. Charitable donations help support the Library in many ways.

### **REPORTS OF LIAISON OFFICERS**

#### *Friends of the Library*

The Friends of the Library do not meet until March. The next book sale will be March 30, 2017.

#### *The Urbana Free Library Foundation*

The response to the annual donation letter has been very good, with \$53,000 in donations to date.

#### *Illinois Heartland Library System*

Geoff Bant reported that December was a slow month for IHLS because of the holidays. An emergency meeting was called to deal issues that came up while putting a new roof on the former Lincoln Trails building.

### **ADMINISTRATIVE REPORTS**

Celeste reported that for Kathy Wicks that she is working through the process to determine whether to hire a cleaning company or a facilities manager and staff. If the Library hires another cleaning firm, there will be no action required of the Board. If a Facilities Manager and staff are hired, then a budget amendment will be brought to the Board.

Barbara Jones asked about the December 29 article about cardholders. Celeste explained that a University of Illinois student wrote the article after speaking with staff at The Urbana Free Library and the Champaign Public Library. Card holder numbers do vary, and the Library is

looking to increase the number of card holders, so that the community is better served. Patrons may use the computer lab and Internet, come to programs, and participate in the Summer Reading program without a card. The Library is also working with the Urbana School District to find ways to give cards to school children.

Chris Scherer asked for clarification on the Policy and Infrastructure section of the Director's Report. Celeste explained the agreement that the City, the Foundation Board, and the Library Board created in 2004 concerning property on the block. As a part of the agreement, the land at the corner of Cedar and Green will revert to Library property in 2026. If the Foundation and Library need it before 2026, notice has to be given to the City two years in advance. Celeste recommends that on a yearly basis, the Board discuss whether or not to "start the clock" on the two year notice period.

Beth Scheid asked about the Land Grant Exhibit at Krannert. Anke Voss told the Board that it was curated by students for a class. The Archives loaned pictures to the exhibit. The exhibit will run from January 28 to through July.

Celeste proudly announced to the Board the start of a new circulating collection, including four guitars and some amps. Other instruments will be added over time.

Chris Scherer complimented the IT Needs and Budget Spreadsheet, saying it was a "fine demonstration of what the Board wants to know." There was discussion about moving a self-check kiosk to the second floor.

#### **BOARD PRESIDENT REPORT**

None.

#### **NEW BUSINESS**

None.

#### **UNFINISHED BUSINESS**

None.

#### **CLOSED SESSION**

At 8:03 p.m. it was moved by Barbara Jones, seconded by Bill Brown, and approved by roll call vote to move into closed session pursuant to 5 ILCS 120/2 (c) (21) for the discussion of minutes of meetings lawfully closed under this Act for the purpose of approval and for semi-annual review of the minutes as mandated by Section 2.06.

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

No votes: None.

At 8:30 p.m. it was moved by Mark Netter, seconded by Bill Brown, 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, Chris Scherer, and Michael Weissman

No votes: None.

**ACTION ITEMS**

It was moved by Beth Scheid, seconded by Bill Brown, and approved unanimously to approve the closed session minutes of March 27, 2007; June 8, 2010; November 9, 2010; December 14, 2010; and July 12, 2016.

It was moved by Beth Scheid, seconded by Mark Netter, and approved unanimously to open the closed minutes of July 10, 2012.


It was moved by Beth Scheid, seconded by Michael Weissman, and approved unanimously to open the closed minutes of March 27, 2007; June 8, 2010; November 9, 2010; December 14, 2010; and July 12, 2016.

Beth Scheid reminded the Board that the Statement of Economic Interest needs to be completed for the County Clerk's office.

**ADJOURNMENT**

The meeting was adjourned at 8:35 p.m.

  
Becky Brown, Recorder

  
Elizabeth Scheid, Secretary

Date Approved: 2/14/17

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of January 10, 2017.