

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, September 13, 2016**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on September 13, 2016. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

**OATH OF OFFICE:** Beth Scheid administered the Oath of Office to Barbara Jones. Barbara is beginning a three year term on the Board.

**ATTENDANCE**

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

Staff present: Elaine Bearden, Becky Brown, Dawn Cassady, Celeste Choate, Anke Voss, and Kathy Wicks

Also present: Shauri Gonzalez and Simon Rosenzweig

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

None.

**APPROVAL OF THE AGENDA**

It was moved by Michael Weissman, seconded by Mark Netter, and passed unanimously to approve the agenda as presented.

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

Elaine Bearden gave a presentation on the Summer Reading Program, which ran from May 21 to August 31. There were reading programs for all ages, and registration included children in pre-schools, teens at the juvenile detention center, and seniors living at Clark Lindsey. Larry and Margaret Jobe sponsored the Summer Reading Kick-Off program. Bob and Peggy Podlasek sponsored Comic Con. The Friends of the Library provided the funds to hand out 1,194 book prizes. It was a full summer with 195 programs in the 110 days.

Celeste Choate gave the Board the annual report for FY 2016. Circulation was up by 5%. Book checkout was up by 13%. The educational DVD circulation increased 11% since their move from behind circulation out onto shelves on the second floor. Trends over the past couple of years: An increase in renewals, checkouts of downloadable items, and self-checkouts. Patron-initiated transactions are increasing and have surpassed staff-initiated transactions.

In FY'16, 31,801 people attend library programs – a 6% increase.

During FY'16, the Library's infrastructure has been strengthened in a variety of ways. The Board has passed a number of policies which strengthen the Library's infrastructure. After a year of work, the staff handbook has been updated for the first time since 1998.

The Library continues to reach out into the community. 1,000 Books Before Kindergarten has been a cooperative outreach to individuals and to pre-schools. The Teen Open Lab just celebrated the 10,000<sup>th</sup> participant, passing 9,000 students during FY'16.

Anke Voss represented TUFL on a "preservation self-assessment program" committee led by the University of Illinois Library using Institute of Museum & Library Services funds. Anke also represented TUFL in an Illinois Program for Research in the Humanities Research Cluster on public history and student research, which received a grant. TUFL benefited from three Urbana Arts Grants; and the new circulating hands-on math literacy kits came from the Ready to Learn Initiative grant from PBS/WILL.

The Chanute Air Force Museum selected the Champaign County Historical Archives as the new home of its archival holdings, which include blueprints and maps for Chanute Air Force Base, base publications, oral histories, aerial photographs of the base, subject files, photographs, scrapbooks, over 200 videotapes, and extensive archival donations from personnel connected to Chanute. The collection will be cataloged and made available to the community later.

Next for the Library: Facilities needs, such as the HVAC system, the windows, the porch, and the roof. The Library is beginning to offer new and exciting collections: vinyl LPs, record players, hands-on literacy kits and math kits. Guitars, telescopes, microscopes, VHS to DVD converters, and other interesting items are in process. Programming will continue to grow as the Library offers past favorites and explores new ideas. The Library is starting the process of hiring a development person.

Kathy Wicks gave a presentation on National Library Card Sign-Up Month. The Library has a goal to increase the number of cardholders. One way is to get the message out about all the things that can be done with a library card. Graphics created a wonderful logo, which will be used in a variety of ways, including on a banner on the outside of the building by the front door. Staff are working together with the community to get the word out about the wonderful Library programs and new special collections.

#### **ACTION ITEMS (CONSENT AGENDA)**

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

#### **ACTION ITEMS (INDIVIDUAL)**

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

#### **DISCUSSION ITEMS**

Kathy Wicks reported to the Board about facilities updates. The porch proposal came back higher than originally proposed, with changes partly due to exploring the price to replace the porch rather than just repair it. The higher proposal will necessitate the need to go out to bid for the work. There was discussion about the need to keep the historic look and City requirements.

After last month's meeting, Kathy, Celeste, and Vince Gustafson, from the City, had a conference call with Paul Boland and Nathan Alderman from Henneman Construction. The discussion touched on different ways to revise the draft report; controls and set-backs; the Cleaver Brooks boiler efficiency; and Archives options. The draft proposal still needs cost estimates and clarification in some areas. Michael Weissman proposed doing what is necessary for now to keep the system running and look to changing the system when the air handling system needs to be replaced 10 to 12 years from now or when the building is expanded.

Bill Brown spoke to the Board on Advocacy from the *Trustee Facts File*. It is recommended that whenever people talk to a legislator or government official that they give the official a one page paper explaining what they are advocating and then email it to them later. It is good to cultivate relationships beforehand so that when an issue comes up there is already a connection. Advocacy involves more than just public officials. It helps the Library to have relationships with the school district and park district. He also touched on a couple of things not to do, such as deluge an official with a lot of automated notices or be too wordy and unfocused. Try and find a common goal or relate a story that helps to illustrate the point being made. ILA is sponsoring another Meet the Legislator luncheon in Bloomington on March 3, 2017. This will provide an opportunity to put some of these ideas into practice. Anna Merritt advised that people keep things positive when they advocate and not threaten.

## **REPORTS OF LIAISON OFFICERS**

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

The Friends book sale was successful, bringing in over \$7,700. The November sale will start November 17.

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

The Foundation will meet again on September 28.

### ***Illinois Heartland Library System***

Geoff Bant reported that he is on several committees, and that IHLS still has concerns about future funding.

## **ADMINISTRATIVE REPORTS**

Celeste Choate reported on a couple of questions that the Board had asked last month. The first being that the Library raised just under \$300 at the Harry Potter event. It was a great outreach opportunity. Second, it was about \$60 to \$80 that was taken from the café register.

## **BOARD PRESIDENT REPORT**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Kathy Wicks took pictures of Board members with their library cards in honor of National Library Card Sign-Up Month.

**ADJOURNMENT**

The meeting was adjourned at 8:57 p.m.

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Becky Brown, Recorder

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Elizabeth Scheid, Secretary

Date Approved: \_\_\_\_\_

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of July 12, 2016.