

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, July 12, 2016**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on July 12, 2016. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

OATH OF OFFICE: Anna Merritt administered the Oath of Office to Bill Brown, who is continuing on the Board for another three year term.

ATTENDANCE

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

Absent: Beth Scheid

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Lora Fegley, Donica Miller, and Kathy Wicks

Also present: Simon Rosenzweig

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

It was moved by Mark Netter, seconded by Anna Merritt, and approved unanimously to remove item 10.4 from the agenda.

APPROVAL OF THE AGENDA

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

CALL FOR EXECUTIVE SESSION

Chris Scherer called for a closed session pursuant to 5 ILCS 120/20.6 (d), semi-annual review of closed session minutes and 5 ILCS 120/2 (c)(21), the discussion of minutes and meetings lawfully closed under this Act, as is listed on the agenda.

PUBLIC COMMENT

None.

PRESENTATIONS

Celeste Choate presented various aspects of Finance Policy and implications for Board approval of bills. The Board approves the budget before the start of the fiscal year. Staff may spend their portion of the budget as the policy states. The Board approves any single-item expenditure of over \$10,000 before the expenditure. Note that multi-year contracts approved by the Board may require annual payments of over \$10,000, such as the Polaris contract with the Champaign

Public Library. These payments do not require approval every year since the contract was approved by the Board originally.

ACTION ITEMS (CONSENT AGENDA)

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

ACTION ITEMS (INDIVIDUAL)

It was moved by Anna Merritt, seconded by Mark Netter and passed unanimously to approve the Circulation and Interlibrary Loan Policy as presented.

It was moved by Jane Williams, seconded by Michael Weissman, and passed unanimously to approve the Confidentiality of Records Policy as presented.

It was moved by Jane Williams, seconded by Mark Netter, and passed unanimously to accept the Memorandum of Understanding between Urbana School District #116 and The Urbana Free Library.

DISCUSSION ITEMS

There was discussion about the Hours of Service Policy. Anke Voss has kept records of patron use of the Archives and made recommendations for a change of hours which will better serve the Archives' patrons. The Board may vote on this policy at the August meeting.

There was discussion about the Annual Report to the City Council per 75 ILCS 5/4-10. Anna Merritt had some suggestions, which she will pass on to Celeste Choate. Bill Brown asked if the Library's capital needs were included in the report, which they are. There was a brief discussion about the windows that need repair. Michael Weissman has researched some alternative solutions, which would reduce the cost.

There was discussion about the Memorandum of Understanding between the Library and the Champaign County Circuit Clerk's Office.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends of the Library will meet in August. The change in the Memorandum of Understanding with the Friends involves no longer charging them for one third of the bank fees for credit card donations.

The Urbana Free Library Foundation

The Foundation met on June 22. They elected officers and welcomed four new members, Bruce Hannon, John Palen, Willie Summerville, and Ruth Wyman. They voted to match the City's contribution towards hiring a Development Manager of up to \$30,000. The new Foundation members, along with current members who were interested, were given a Library orientation and tour.

Illinois Heartland Library System

Geoff Bant reported that IHLS has concerns about future funding.

ADMINISTRATIVE REPORTS

Celeste Choate had several show and tell items to share, including a thank you note from the Goldhor Award winner, Michelle Biwer, and a picture of Michelle with Fred Schlipf; an image of Johnny Cash screen printed on a t-shirt screen printed by teens in the Teen Open Lab; and a sign and certificate from Monarch Watch designating the TOL pollinator garden as a Monarch Waystation.

Celeste update the Board about several staff openings. Archives will be hiring an hourly clerk. The IT department is hiring an hourly employee. Celeste is working the elements for development professional. Circulation will be hiring a full-time Circulation Clerk/Information Assistant. Acquisitions is evaluating work flow and needs to help make hiring decisions. The standing order collection processing may be outsourced.

Kathy Wicks informed the Board that the Urbana Public Arts Commission sent out a press release announcing its purchase of the Stranger Reduction Zone art piece, which is located by the Green Street door of the Library.

There was discussion about the Henneman proposasl. The Library is still waiting for the complete HVAC report. Chris Scherer asked about the fee for assessing the porch. The fee includes blue prints and structural advice. The porch repair will be a large project starting at the footings and working up.

Anna Merritt asked about the Per Capita grant requirements included in the Board packet. The Board will discuss the relevant selections required by the grant at the August meeting. These discussions are a routine requirement of the Per Capita grant.

Anna Merritt also complimented Celeste on a wonderful column written for the News-Gazette.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chris Scherer appointed the liaison officers. Anna Merritt will continue as liaison officer for the Friends of the Library. Chris Scherer will continue as liaison officer for the Foundation. Geoff Bant will continue as liaison officer for the Illinois Heartland Library System.

CLOSED SESSION

At 7:57 p.m., it was moved by Bill Brown, seconded by Anna Merritt and approved by roll call vote to move into closed session pursuant to 5ILCS 120/2.06 (d) the semi-annual review of closed session minutes, and pursuant to 5ILCS 120/2 (c)(21) discussion of minutes and meetings lawfully closed under this Act.

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

No votes: None

At 8:25 p.m. it was moved by roll call vote to move back into open session.

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

No votes: None

NEW BUSINESS

It was move by Bill Brown, seconded by Mark Netter, and passed unanimously to amend the May 10, 2016 closed session minutes to read “discussed increasing” rather than “agreed to increase”.

It was move by Mark Netter, seconded by Bill Brown and passed unanimously to open the closed session minutes of April 12, 2016 and of May 10, 2016 as amended.

It was move by Michael Weissman, seconded by Anna Merritt and passed unanimously to approve the closed session minutes of August 27, 2013, September 4, 2013, January 12, 2016, and June 14, 2016.

It was move by Michael Weissman, seconded by Anna Merritt and passed unanimously to open the closed session minutes of September 4, 2013, January 12, 2016, and June 14, 2016.

ADJOURNMENT

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

Becky Brown, Recorder

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.