

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, May 10, 2016**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on May 10, 2016. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

**ATTENDANCE**

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

Staff present: Dawn Cassady, Celeste Choate, Anke Voss, and Kathy Wicks

Also present: Jason Liggett and Simon Rosenzweig

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

None.

**APPROVAL OF THE AGENDA**

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

**CALL FOR EXECUTIVE SESSION**

Chris Scherer called for an executive session.

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

Kathy Wicks gave the Board a spreadsheet that outlined expenses for the Webber property and discussed the potential for a tenant, and the building's maintenance needs, including exterior paint & repair, HVAC and potentially AC. Last year, Weiner Company paid for the taxes from the building on only the property associated with the building, and the Library paid the taxes on the other two parcels. This year, the revenue is sufficient for Weiner Company to pay the property taxes on all three pieces. There was discussion about the future of the building and how much the Library wants to invest in building maintenance.

Kathy Wicks told the Board about the Summer Reading Program. This year's flyer promotes all three programs for children, teens, and adults. As staff hand out the flyers to elementary school children during their promotional skit, they can get the word out to siblings and parents, too. The Kick-off is scheduled on May 21, with Mr. Stephens performing, side walk chalk, lemonade, and ice cream.

Anke Voss updated the Board on the Chanute Air Museum Collection acquisition. The Library will be receiving approximately 700 cubic feet of material, including maps, blue prints, video recordings, and manuscripts. The staff and maintenance people have been working together to prepare the Tepper building to house the collection. A moving company has been hired to move the bulk of the material on May 19. It will take time to inventory and prepare the collection for public access. The hope is to create a collaborative effort with Rantoul to help preserve and bring back the history of Chanute.

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

It was moved by Jane Williams, seconded by Michael Weissman, and passed unanimously to approve the April 12, 2016 Board meeting minutes in the consent agenda as presented.

It was moved by Beth Scheid, seconded by Anh Ha Ho, and passed unanimously to approve the payment of bills in the consent agenda as presented.

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

It was moved by Anna Merritt, seconded by Michael Weissman, and passed unanimously to approve the FY'16 Budget amendments as presented. Bill Brown asked about the Acquisition hours. Celeste explained that a full time position has become vacant, and one of the part time people is picking up extra hours for now to keep the work flow moving and to give time to assess the needs of the department.

It was moved by Jane Williams, seconded by Mark Netter, and passed unanimously to approve the FY'17 Budget amendments as presented.

It was moved by Beth Scheid, seconded by Jane Williams, and passed unanimously to approve the Computer and Internet Use Policy as presented.

It was moved by Anna Merritt, seconded by Bill Brown, and passed unanimously to approve the Vacation and Leave Policy as presented.

It was moved by Anna Merritt, seconded by Anh Ha Ho, and passed unanimously that after the Foundation pays the interest on the Webber property each year, the Library will reimburse the Foundation the amount paid.

#### **DISCUSSION ITEMS**

Anh Ha Ho presented the slate of officers for FY'17. The slate is Chris Scherer as President, Mark Netter as Vice-President, Beth Scheid as Secretary/Treasurer, and Anna Merritt as Secretary *pro tempore*. The slate will be voted on at the June 14, 2016 meeting.

#### **REPORTS OF LIAISON OFFICERS**

##### *Friends of the Library*

No report.

*The Urbana Free Library Foundation*

The Foundation has added four new Board members. Celeste is developing an orientation for the new members.

There was discussion at the meeting about the Foundation and the City allocating funds to help support the Library in hiring a development professional for a couple of years to help with a capital campaign to raise funds for future expenses. This is pending the approval of the Board to also allocate funds. Celeste will provide additional information at next month's meeting.

*Illinois Heartland Library System*

No report.

**REPORTS OF ADMINISTRATIVE STAFF**

Celeste showed the Board books purchased by The Urbana Rotary Club, which will be added to the Children's collection after they have been signed by guest speakers at Rotary luncheons. This is a longstanding tradition.

Anna Merritt asked for clarification in the Director's report as to whether the Library was participating in community events or individual events. The answer was both.

Anna Merritt also asked about the Urbana Food Truck rally. Kathy Wicks explained that the food trucks are rallying at the Civic Center on the fourth Tuesday of the month. One of the best parts is Library staff highlighting the new vinyl collection.

Chris Scherer asked why the catalog searches were down 73%. Kathy Wicks answered that the Library received an answer that afternoon, but she and M.C. Neal are working to understand it. There was a jump in March of last year, and then a drop in April of this year. Polaris is also investigating what happened.

Chris Scherer congratulated Anke Voss for being elected to be on the Council of the Midwest Archive Conference.

**BOARD REPORT**

Bill Brown spoke on the Open Meetings Act. There was discussion about what is appropriate for closed sessions. Bill emphasized that all new Board members must have the OMA training within 90 days of joining the Board, and he does it annually as the Board's OMA designee. Bill reminded the Board that the agenda has to be out 48 hours ahead of the meeting. Although the Board can discuss things that are not on the agenda, they may not vote on anything that has not been listed.

**UNFINISHED BUSINESS**

None.

**CLOSED SESSION**

At 8:28 p.m., it was moved by Bill Brown, seconded by Beth Scheid, and passed by roll call vote to move into closed session for discussion of personnel, pursuant to 5ILCS 120/2 (c) (1) and discussion of closed session minutes pursuant to 5ILCS 120/2 (c)(21).

Yes votes: Geoff Bant, Bill Brown, Anh Ha Ho, Anna Merritt, Mark Netter, Beth Scheid, Chris Scherer, Michael Weissman, and Jane Williams

No votes: None

At 8:59 p.m., it was moved by roll call vote to move back into open session.

Yes votes: Geoff Bant, Bill Brown, Anh Ha Ho, Anna Merritt, Mark Netter, Beth Scheid, Chris Scherer, Michael Weissman, and Jane Williams

No votes: None

**NEW BUSINESS**

It was moved by Bill Brown, seconded by Michael Weissman, and passed unanimously to give Celeste Choate an additional vacation day at the start of FY'17.

**ADJOURNMENT**

The meeting was adjourned at 9:01 p.m.

  
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Becky Brown, Recorder

  
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Elizabeth Scheid, Secretary

Date Approved: 6/14/16

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of May 10, 2016.