

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

**CALL TO ORDER**

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

**ATTENDANCE**

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

Absent: Geoff Bant and Mark Netter

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Lora Fegley, and Anke Voss

Also present: Simon Rosenzweig

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

None.

**APPROVAL OF THE AGENDA**

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

**CALL FOR EXECUTIVE SESSION**

Chris Scherer called for an executive session.

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

None.

**ACTION ITEMS (CONSENT AGENDA)**

It was moved by Beth Scheid, seconded by Michael Weissman, and passed unanimously to approve the March 8, 2016 Board meeting minutes in the consent agenda as presented.

It was moved by Anna Merritt, seconded by Bill Brown, 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 Jane Williams, and passed unanimously to approve the Henneman HVAC contract as presented. Celeste told the Board that the Administration

had worked with City Public Works and Legal departments. Anna Merritt asked if there was anything in the contract that the Board should be made aware of specifically. Celeste replied that there was one piece that may not have been expected. The Archives has two systems, and Henneman has been asked to evaluate whether to leave the system as it is or separate the Archives system from the rest of the Library. A geothermal system could be explored during a future expansion when everything would already be torn up. The City is prioritizing the Library's HVAC needs, and Henneman is eager to get started, but we have no date at which work will begin yet. Celeste also informed the Board that Henneman may look at the system and recommend that nothing be done at the moment, and the system should be reworked with a future renovation.

It was moved by Jane Williams, seconded by Beth Scheid, and passed unanimously to pass the FY'17 budget as presented.

### **DISCUSSION ITEMS**

Beth Scheid led a Board discussion on Chapter 7 on planning in the *Trustees Facts on File* on planning. She informed the Board that a clear strategic plan will help the Library sort priorities and is a good advocate for soliciting funding. There are several steps that go into creating a plan; figuring out a time line; assessing community needs; creating a concise mission statement; setting goals and measures for those goals; and creating activities to help reach goals. Once the plan is in place, the community and staff will need to have access to it. Celeste offered to bring to the Board information she gathered at PLA about creating a one page Strategic Plan, and she will show a couple models of plans at a future Board meeting.

The Board discussed the Computer and Internet use Policy. The policy was reduced from six pages to one because procedures were removed from the policy. The procedural parts will be included in staff and public documents.

There was discussion about the Vacation and Leave Policy, which was revised to prevent staff from losing accumulated vacation days if they moved to a higher pay grade but lower pay/vacation step level. There was discussion about the distinction between approaches of capping leave time accruals at a maximum amount per the current policy or a similar but different approach of employees losing leave time if they accrue it and don't take it. The intent is not for staff to lose what they've accrued but to cap accruals per the policy.

### **REPORTS OF LIAISON OFFICERS**

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

Anna Merritt reported to the Board that the book sale was a success, with over \$7000 raised. The Friends donated the proceeds from this book sale to help the Archives with the Chanute Air Museum Collection. The part of the collection (they were library books) that was not archival or appropriate for the Archives became a very popular part of the book sale.

***The Urbana Free Library Foundation***

The Foundation's next meeting is April 27. The Foundation is interested in adding new Board members. Larry Jobe's term as President is ending, so the Foundation will be electing a new president. The Foundation is looking at fund raising for future capital expenses.

***Illinois Heartland Library System***

No report.

**REPORTS OF ADMINISTRATIVE STAFF**

Celeste reported that PLA was fantastic. She will be typing up notes to share with the Board and staff.

Bill Brown asked about the Per Capita Grant. The Library anticipates that the money will not be distributed this fiscal year. A switch in the way the City and Library pay the monthly health insurance allowed the Library to give staff retro-pay.

Bill Brown asked about the Public Engagement poster. Martin Wolske will give a presentation next month. Anna Merritt asked who was involved in the research. Celeste explained that most of it was conducted in the Teen Open Lab.

**BOARD PRESIDENT REPORT**

Chris Scherer was disappointed that volunteers did not come to the concert designated for volunteer recognition. There was discussion about ways to emphasize the concert invitation to volunteers.

To provide more seating space at concerts and other programs, magazines have been consolidated in the Magazine Room and empty shelves will be removed. Access to online magazines via Zinio, library databases and the Internet, can be highlighted to patrons again to supplement blogging which has already occurred over time.

**UNFINISHED BUSINESS**

None.

**CLOSED SESSION**

At 8:00 p.m., it was moved by Bill Brown, seconded by Anna Merritt, and passed by roll call vote to move into closed session for personnel, pursuant to 5ILCS 120/2 (c) (1).

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

No votes: None

At 8:47 p.m., it was moved by Anna Merritt to move back into open session.

**NEW BUSINESS**

Chris Scherer appointed Anna Merritt, Bill Brown, and Anh Ha Ho to the Nominating Committee for Board offices. They will present a slate at the May meeting.

It was moved by Beth Scheid, seconded by Michael Weissman, and passed unanimously to amend the FY'17 budget to include a 3% cost of living raise for the Executive Director.

**ADJOURNMENT**

The meeting was adjourned at 8:52 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 April 12, 2016.