

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, August 11, 2015**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on August 11, 2015. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

ATTENDANCE

Present: Geoff Bant, Bill Brown, Anna Merritt, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Mary Ellen Farrell, Anh Ha Ho, and Mark Netter

Staff present: Becky Brown, Celeste Choate, Teri de Haro, Lora Fegley, Carol Inskeep, M.C. Neal, Elisabeth Paulus, Anke Voss, Kathy Wicks, Caleb Wilson, and Lisa Wilson

Others present: Al Kagan, Matt Murrey, and Joey Wright

APPROVAL OF THE AGENDA

It was moved by Anna Merritt and seconded by Beth Scheid, to amend the agenda by moving New Business up on the agenda before the Closed Session.

It was moved by Beth Scheid, seconded by Bill Brown, and passed unanimously to approve the amended agenda.

CONSENT AGENDA

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

PETITIONS AND COMMUNICATIONS

Public comment

Elisabeth Paulus spoke of her concerns about the hours being cut back for part time circulation clerks.

Presentations

M. C. Neal gave a presentation on the EDGE Assessment, which is an assessment tool that provides a snapshot of current public technology services. The Illinois State

Library is requiring libraries to participate as part of the Public Library Per Capita and Equalization grants program and it is paying the cost for them to do so.

ITEMS FOR ACTION OR DISCUSSION

Building and Grounds

Celeste reported that the library is having issue with several doors. Workmen have been called, and hopefully the issues will be resolved very soon.

Technology

No report.

Finance

Celeste provided the Board a report in the Board packet of the balances in the library's bank accounts and in the different library funds for each month of fiscal year 2015. There was discussion about how much should be available for reserved funds, cash flow issues, and setting aside a fund for future building needs.

Policy

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

Education and Training

There was discussion about two books given to the Board at the July meeting, *Trustee Facts File, 4th ed.* and *Illinois Library Laws and Rules: In effect April 2015*. The Board discussed ways to create a system to work through the books over the coming year.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Anna Merritt reported that the Friends passed a revised set of By-laws at their last meeting. Anna was pleased to find that ex-officio officers can vote at the meetings. The Friends also discussed the upcoming August and November book sales, and garden volunteers and plantings for the flower beds around the library.

Celeste reported that the Friends had awarded the annual Goldhor Award to GSLIS student Kim Naples. Kim had volunteered in the Teen Open Lab at the library.

The Urbana Free Library Foundation

No report.

Illinois Heartland Library System

Geoff Bant attended his first Illinois Heartland Library System meeting last month. He volunteered to be the IHLS Open Meetings Act official.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Celeste told the Board that September is National Library Card Sign Up month. There was discussion about ways to address the non-resident population in the schools.

Associate Director

Kathy reported that there is an exhibit on the Sister Cities Program in the exhibit case. The Library will be hosting a public reception for the French delegation on September 11, 2015, in the McFarlane-Hood Reading Room from 2-3 pm.

Adult Services

No further report.

Children's Service

Lora Fegley invited the Board to come visit the library table at the Market at the Square in September for Battle of the Books trivia for kids and adult. She reported that one more Urbana elementary school has joined the Battle of the Books, making a total of four: Yankee Ridge, Leal, Wiley and Dr. Preston L. Williams, Jr. Elementary. This addition may make a change of venue necessary.

Archives

Anke Voss invited the Board to come see the new exhibit on the second floor about the 1918 influenza epidemic in Champaign County. She also reported to the Board about the League of Women Voters oral history project about the early history of the organization. Mary Blair is the first person interviewed.

Circulation Services

No further report.

NEW BUSINESS

After discussion, it was moved by Jane Williams, seconded by Beth Scheid, and approved unanimously to accept the insurance package bid submitted by the Cincinnati Insurance Company.

CLOSED SESSION

At 8:04 p.m., it was moved by Beth Scheid, seconded by Anna Merritt, and approved by roll call vote to move into closed session to perform the semi-annual review of closed session minutes, pursuant to 5ILCS 120/2 (c) (21).

At 8:25 p.m. it was moved by Beth Scheid, seconded by Anna Merritt, and approved by roll call vote to move back into open session.

UNFINISHED BUSINESS

It was moved by Bill Brown, seconded by Jane Williams, and approved unanimously to open the closed session minutes for the meetings on May 12, 2015 and June 9, 2015.

The Board discussed the draft of the report that Celeste wrote for the City Council. After discussion, it was moved by Bill Brown, seconded by Anna Merritt, and approved unanimously to send the City the report as amended.

ADJOURNMENT

It was moved to adjourn at 8:59 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of August 11, 2015.