

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, July 21, 2015**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on July 21, 2015. 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 all of the Board members.

CALL THE ROLL

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

APPROVAL OF THE AGENDA

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

CONSENT AGENDA

It was moved by Beth Scheid, 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.

Chris Scherer shared that David Young submitted a letter to the Board about changes to employment practice at the library.

Presentations

Michael Malatt, an auditor from Baker Tilly Virchow Krause, LLP, gave the Board an overview of the FY'14 audit and set expectations for the FY'15 audit, which is beginning.

Celeste Choate gave a presentation of highlights from FY'15, including many ways that the staff have reached out into the community and the variety of programs that have brought patrons into the library.

ITEMS FOR ACTION OR DISCUSSION

Building and Grounds

No report.

Technology

No report.

Finance

It was moved by Anna Merritt, seconded by Mark Netter, and passed unanimously to accept the FY'14 audit as presented.

It was moved by Mark Netter, seconded by Beth Scheid, and passed unanimously to accept the FY'14 Building Fund as presented.

It was moved by Mary Ellen Farrell, seconded by Anh Ha Ho, and passed unanimously to accept the FY'14 Trust Fund as presented.

It was moved by Jane Williams, seconded by Beth Scheid, and passed unanimously to accept the FY'14 Sales Fund as presented.

It was moved by Anna Merritt, seconded by Jane Williams, and passed unanimously to accept the FY'14 Grant Fund as presented.

Policy

It was moved by Beth Scheid, seconded by Anh Ha Ho, and passed unanimously to approve the Public Use of Meeting Rooms Policy as presented.

There was discussion about the Circulation and Interloan Policy, which will be voted on at the August meeting.

Education and Training

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

No report.

Illinois Heartland Library System

Geoff Bant's appointment to the Illinois Heartland Library System Board will become official next Tuesday.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

No further report.

Associate Director

No further report.

Adult Services

No further report.

Children's Service

No further report.

Archives

No further report.

Circulation Services

No further report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chris Scherer made several liaison appointments. Anna Merritt was appointed to continue as the Friends liaison. Chris Scherer will continue as the Foundation liaison. Geoff Bant will act as the IHLS liaison. Bill Brown was appointed to be the Open Meetings Act representative.

There was discussion about the Annual Report the library Board is required to provide City Council per State statute 75 ILCS 5/4 10.

The Board is to perform a semi-annual review of closed session minutes. There was discussion about the best way to review the minutes. It was the consensus of the Board that as the Board is starting this process the Board as a whole should review the closed session minutes in closed session, and then move into open session to vote on whether to open certain meeting minutes.

ADJOURNMENT

It was moved by Jane Williams and seconded by Anh Ha Ho to adjourn at 8:39 p.m.

Becky Brown

Recording Secretary

Supplementary information and department reports are available in the Board packet of June 9, 2015.