

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, January 13, 2015**

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

Absent: Mary Ellen Farrell

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Lora Fegley, Mary Towner, Anke Voss, Jordan Wells, Caleb Wilson, and Lisa Wilson

Also present: Crofton Coleman and Corrie Proksa

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on January 13, 2015. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

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

## **PETITIONS AND COMMUNICATIONS**

### *Public comment*

None.

### *Presentations*

None.

## **ITEMS FOR ACTION OR DISCUSSION**

### *Building and Grounds*

Kathy Wicks submitted the Live and Learn grant. Chris Scherer was very impressed with the report and amount of research she put into it. If the grant is awarded, the library will use the money to replace the old boiler and air handling system.

### *Technology*

No report.

### *Finance*

Bill Brown announced that the library will receive approximately \$14,700 from the excess money from the TIF 1 distribution. This is money that comes back to the City and is distributed to the various taxing bodies. Bill made sure that the library was included.

Celeste Choate explained how the staff worked with the budget to get the money for the retro pay increase. Some of the changes are one time and others are sustainable. Chris Scherer and Mark Netter expressed thanks to Celeste and the staff for their work.

After discussion, it was moved by Jane Williams, seconded by An Ha Ho, and passed unanimously to approve the January budget revision as presented.

### *Policy*

It was moved by Mark Netter, seconded by Jane Williams, and passed unanimously to accept the minor changes made to the Bylaws of the Board of Trustees By-laws.

There was discussion about various changes to the Patron Rules of Behavior policy. Anna Merritt asked for clarification about patrons carrying skateboards into the library and whether strong odors included perfume. Bill Brown asked about political activities outside the building vs. inside the building. The Board will have the opportunity to vote on the changes at the February meeting.

### *Education and Training*

No report.

## **REPORTS OF LIAISON OFFICERS**

### *Friends of the Library*

The Friends of the Library will not meet in January.

### *The Urbana Free Library Foundation*

No report.

### *Illinois Heartland Library System*

No report.

## **REPORTS OF ADMINISTRATIVE STAFF**

### *Executive Director*

No further report.

### *Associate Director*

No further report.

### *Adult Services*

Anh Ha Ho asked if Adult Services was seeing any difference in notary services because of the fee. Mary Towner answered that the numbers are some lower, but not much. People seem to be happy with the service and are willing to pay the fee.

### *Children's Service*

Beth Scheid asked if the school snow days had an impact on library use. Lora Fegley answered that the days were busy. Instead of an influx of after school kids, it was steady all day long. Even though the past Saturday was very cold, sixty people attended the afternoon music program.

### *Archives*

Bill Brown asked about the web application for research fees. Anke Voss explained that the Archives charges for research requests when staff are doing the requested research. The web application will make it possible for patrons to pay the research fees by credit card online. Patrons who come into the Archives are not charge a research fee to use the resources.

### *Circulation Services*

No further report.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

It was moved by Anna Merritt, seconded by Mark Netter, and passed unanimously to approve the non-resident card fee as presented.

Chris Scherer appointed Jane Williams and Geoff Bant to the Executive Director Evaluation Ad Hoc Committee.

## **CLOSED SESSION**

At 7:30 p.m., it was moved by Mark Netter, seconded by Bill Brown, and approved by roll call vote to go into closed session to discuss property pursuant to 5 ILCS 120/2 (c) (5).

At 8:02 p.m., it was moved by Anna Merritt, seconded by Beth Scheid, and approved by roll call vote to go back into open session.

## **ADJOURNMENT**

It was moved by Jane Williams and seconded by Anh Ha Ho to adjourn at 8:06 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of January 13, 2015.