

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, December 9, 2014**

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

Absent: Anh Ha Ho

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Lora Fegley, Keran Harrington, Mary Towner, Anke Voss, and Kathy Wicks

Also present: Crofton Coleman and Emily Laidley

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on December 9, 2014. The meeting was called to order by the president, Chris Scherer, at 7:30 p.m.

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

## **PETITIONS AND COMMUNICATIONS**

### ***Public comment***

None.

### ***Presentations***

Celeste Choate highlighted a several items on the new statistics form for the Board. Programming statistics are looking very good. Teen Open Lab has been popular. The Children's Department has added more story times. The library is seeing an increase in use in programming. Notary service is also going very well. How "auditorium and conference room use" is defined will be determined next week, and it may be broadened to reflect/include other areas of use in the library.

Bill Brown asked why the number of reference questions had gone down. Mary Towner explained that Reference is categorizing questions differently, with some questions now falling into the "other" category rather than reference.

Chris Scherer commented that the current number of card holders had decreased. Dawn Cassady explained that Circulation had realized that at some outreach programs people signed up for cards and then never used them. Many cards were issued on Quad Day, but roughly 80% were not used. The staff time to attend the outreach event and input those cards and then delete the unused cards later wasn't cost effective.

Geoff Bant asked if the library shares statistics with Champaign Public Library. Celeste commented that they are also seeing downward use. Since TUFL circulation is down, the Administrative team is looking at ways to staff desks differently. Staff have also moved one self-check kiosk from the first floor to the Children's Department, making a total of two machines on each floor. The first floor machines were reoriented to make them more visible. Part of the library's circulation statistics include books being circulated digitally with 3M Cloud.

Bill Brown commented that door count had gone up. It was noted that November's cold temperatures may have been part of the reason. Another reason is that the programs brought in a lot of people. The Folk and Roots Festival was very well attended.

Mary Ellen Farrell asked if statistics from Polaris were significantly different from the Horizon statistics. Celeste replied that Polaris statistics are close to the previous statistics.

## **ITEMS FOR ACTION OR DISCUSSION**

### ***Building and Grounds***

No report.

### ***Technology***

Celeste Choate reminded the Board that they had approved the purchase of a domain server in the spring, but the actual purchase had been deferred until an IT Manager was hired. The original price approved in the spring is still valid, and the library is now ready to move ahead with this purchase.

### ***Finance***

Celeste Choate brought the December budget revisions to the Board. She explained to the Board that there are several items that are still being investigated, and this budget revision contained items that were known, including the domain server. There will be another budget revision in January as other items come together.

Beth Scheid asked why there had been a line for parking. The library had paid to rent a lot for staff parking until the purchase of the property across Green Street. Now staff park in that lot.

Geoff Bant asked about the revised interest income. When the budget was originally done, the library did not have the end of the fiscal year information, so interest was budgeted at what it had been budgeted for the previous year. The revision brings the budgeted number in line with the end of the fiscal year reality.

After discussion, it was moved by Bill Brown, seconded by Geoff Bant, and approved unanimously to accept the December budget revisions as presented.

Celeste also told the Board of potential policy changes for staff who pick up extra hours and the financial implications.

### ***Policy***

There was discussion about intent of the Board By-Laws policy on electronic attendance at Board meetings. The Board will vote on minor revisions to the Board By-Laws in January.

*Education and Training*

Celeste reported that staff attended one of two sessions with Lt. Joel Sanders on ways to work with patrons with mental health issues and their behaviors in the library. Two Board members also attended one session.

**REPORTS OF LIAISON OFFICERS**

*Friends of the Library*

No report.

*The Urbana Free Library Foundation*

No report.

*Illinois Heartland Library System*

No report.

**REPORTS OF ADMINISTRATIVE STAFF**

*Executive Director*

Anna Merritt asked about the status of the demolition of the Auler Building on the corner of Green and Race. It is anticipated to occur in mid to late January.

*Associate Director*

Chris Scherer asked about the status of the new domain server. M.C. has started pricing the needed items.

*Adult Services*

Bill Brown asked about the infonaut staff. Mary Towner explained that beginning years ago, some of the Adult Reference staffing money was shifted to fund Circulation staff to supplement Adult Services staff at the first floor reference desk. As circulation is slowing down, this is a way to move those staff members to other useful places in the building. Children's Services will also start staffing some hours with infonauts soon.

*Children's Service*

No further report.

*Archives*

Chris Scherer asked Anke Voss about the maps in the picture in her report. She answered that Archive is still in the process of sorting the materials which were offered.

*Circulation Services*

No further report.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**CLOSED SESSION**

At 8:10 p.m., it was moved by Beth Scheid, seconded by Anna Merritt, and approved by roll call vote to go into closed session to discuss personnel pursuant to 5 ILCS 120/2 (c) (1).

At 8:40 p.m., it was moved by Mark Netter, seconded by Bill Brown, and approved by roll call vote to go back into open session.

**ADJOURNMENT**

It was moved by Beth Scheid and seconded by Anna Merritt to adjourn at 8:40 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of December 9, 2014.