

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, March 11, 2014**

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

Staff present: Becky Brown, Dawn Cassady, Mary Towner, Anke Voss, and Kathy Wicks

Also present: Various members of the public

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on March 11, 2014. The meeting was called to order by the vice-president, Mark Netter, at 7:00 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*

None.

#### **ITEMS FOR ACTION OR DISCUSSION**

*Building and Grounds*

None.

*Technology*

There was discussion about the library's need for a domain server. M.C. Neal wrote a proposal which outlined the purchases needed. The proposal came to \$13,000, but since there may be unexpected expenses, the library asked the Board to approve \$15,000 for the purchase of the domain server and related expenses. It was moved by Anna Merritt, seconded by Mary Ellen Farrell, and passed unanimously to approve up to \$15,000 for the purchase of a domain server.

Anna Merritt publicly acknowledged Dawn's leadership in the RFID project.

*Finance*

The Board expressed their appreciation to Kathy for outlining the budget changes in her memo. It was moved by Jane Williams, seconded by Anh Ha Ho, and passed unanimously to approve the March budget revisions as presented.

Kathy Wicks and Becky Brown met with Rich Hentschel today and received enough information to proceed with the FY'15 budget. Since the budget needs to be submitted to the City by March 28, and since the Board needs to see it before it is submitted, it was decided to hold a special Board meeting on Tuesday, March 25, 2014 at 7:00 p.m.

***Policy***

None.

***Education and Training***

None.

***Strategic Planning***

None.

**REPORTS OF LIAISON OFFICERS**

***Friends of the Library***

No report.

***The Urbana Free Library Foundation***

No report.

***Illinois Heartland Library System***

Mary Ellen Farrell asked Kathy Wicks how she responded to a survey sent out by IHLS. Kathy explained that for various reasons, she did not get a chance to respond.

**REPORTS OF ADMINISTRATIVE STAFF**

***Acting Director***

Kathy Wicks asked the for the Board's opinion about the color of the new awning for the front porch. It was the consensus of the Board to use forest green and natural white for the stripes.

Mark Netter took a moment to publicly acknowledge the gifts to the library in memory of Pat Clifford, Greg Bliss, and Betty Ann Knight, and the gift to the Administration general gifts line.

***Adult Services***

Beth Scheid asked Mary Towner about the DCEO grant. Mary explained that receiving the grant would allow the library to better staff the Computer 101 classes.

***Children's Service***

No further report.

*Archives*

Beth Scheid asked Anke Voss about the timeline for hiring for the Archives vacancy. Anke explained that a candidate has been selected, and an offer will be made soon. It is anticipated that the candidate will start May 1, 2014

*Circulation Services*

Beth Scheid asked Dawn Cassady about the progress on the RFID installation. Dawn commented that the process is on track.

**UNFINISHED BUSINESS**

It was moved by Scott Bennett, seconded by Anna Merritt, and passed unanimously to accept the Search Committees Executive Director candidate recommendation. It was moved by Scott Bennett, seconded by Beth Scheid, and passed unanimously to accept the signed letter of offer to the candidate.

**NEW BUSINESS**

None.

**CLOSED SESSION**

At 7:30 p.m., it was moved by Beth Scheid, seconded by Anna Merritt, and approved by roll call vote to go into closed session for matters of personnel, pursuant to 5 ILCS 120/2 (c)(1).

At 8:15 p.m., it was moved by Mark Netter seconded by Scott Bennett, and approved by roll call vote to go into open session.

**OPEN SESSION**

It was moved by Mark Netter, seconded by Beth Scheid, and passed unanimously to approve the contract for the Executive Director position.

**ADJOURNMENT**

It was moved to adjourn at 8:16 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of March 11, 2014.