

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, October 8, 2013**

Present: Scott Bennett, Bill Brown, Mary Ellen Farrell, Anna Merritt, Mark Netter, Chris Scherer, and Jane Williams

Absent: Anh Ha Ho and Beth Scheid

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

Also present: Many people from the public

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on October 8, 2013. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

Bill Brown noted that the wording on page three in the September 10, 2013 minutes regarding the Executive Director's contract should read terminal contract rather than termination contract.

It was moved by Anna Merritt, seconded by Mark Netter, and passed unanimously to accept the consent agenda with the amended minutes for September 10, 2013.

## **PETITIONS AND COMMUNICATIONS**

### ***Public comment***

Frances Harris, Andrew Kerins, and Kate McDowell spoke during public comment portion of the meeting.

### ***Presentations***

None.

## **Items for Action or Discussion**

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

There was discussion about the Webber property and suggestions about the hiring a property manager.

### ***Technology***

None.

*Finance*

None.

*Policy*

It was moved by Mark Netter, seconded by Mary Ellen Farrell, and passed unanimously to approve the revised Finance Policy.

It was the consensus of the Board to table the four Collection Management policies until members of the public had time to review them.

In the Circulation and Interlibrary Loan Policy, Anna Merritt suggested that the wording in the first sentence under the heading “General Policy Governing the Circulation of Library Materials” be changed from “The Urbana Free Library attempts to promote the heaviest possible....,” to “The Urbana Free Library promotes the heaviest possible....”

It was moved by Scott Bennett, seconded by Mary Ellen Farrell, and passed unanimously to approve the revised Circulation and Interlibrary Loan Policy with Anna’s suggested wording change.

It was moved by Anna Merritt, seconded by Scott Bennett, and passed unanimously to approve the revised Computer and Internet Policy.

Anna Merritt asked for a wording clarification in the Board By-laws on page three, in the third section, point A, which read, “The Board develops an annual budget for the library.....” After discussion, it was decided to change the sentence to read, “The Board approves the annual budget for the library.....”

It was moved by Mark Netter, seconded by Anna Merritt, and passed unanimously to approve the revised Board By-laws with the wording change.

*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 voiced her concerns about the difficulties and extra expenses the library will face as a result of not being a part of the SHARES platform.

**REPORTS OF ADMINISTRATIVE STAFF**

*Acting Director*

No further report.

*Adult Services*

Anna Merritt expressed her appreciation of the presentation Joel Spencer made to OLLI recently. Joel's talk highlighted the library's 3-D printer and the Teen Lab program.

*Children's Service*

No further report.

*Archives*

No further report.

*Circulation Services*

No further report.

**UNFINISHED BUSINESS**

Chris Scherer named the proposed Search Committee members. They are Bob Burger as chairman of the committee, Elaine Bearden, Vacellia Clark, Mark Dixon, Joan Hood, Gerri Kirchner, Mark Netter, and Brian Yako. It was moved by Jane Williams, seconded by Scott Bennett, and approved unanimously to accept the Search Committee as presented.

Bob Burger announced the various meetings the Search Committee will be conducting for staff and the public to provide times for input into the choice of the next Executive Director. Suggestions will be incorporated into the job announcement and the screening process.

**NEW BUSINESS**

None.

**ADJOURNMENT**

It was moved by Anna Merritt, seconded by Jane Williams, and approved to adjourn at 7:55 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of October 8, 2013.