

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, September 10, 2013**

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, 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 September 10, 2013. The meeting was called to order by the president, Chris Scherer, at 7:30 p.m.

It was moved by Scott Bennett, seconded by Mark Netter, and passed unanimously to accept minutes for August 13, 2013, August 27, 2013, and September 4, 2013 as presented.

It was moved by Mary Ellen Farrell, seconded by Beth Scheid, and passed unanimously to accept the bills for August 14, 2013 and August 28, 2013 as presented.

PETITIONS AND COMMUNICATIONS

Public comment

Carol Tilley spoke during public comment portion of the meeting.

Presentations

None.

Items for Action or Discussion

Building and Grounds

None.

Technology

None.

Finance

None.

Policy

The Board reviewed the Finance policy, the Collection Management policies, the Circulation and Interlibrary Loan policy, and the Computer and Internet Use policy. Kathy explained that the Collection Management policies are reviewed every two years by each department and then discussed by the Administrative staff. The Board will vote on the policy changes at the October Board meeting.

Education and Training

None.

Strategic Planning

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends had another successful sale at the end of August. There was discussion about future sales.

The Urbana Free Library Foundation

The Foundation is preparing the annual fund raising letter for the end of October.

Illinois Heartland Library System

There was discussion about attending the IHLS virtual meetings. Kathy will look into when and where the meetings take place.

REPORTS OF ADMINISTRATIVE STAFF

Acting Director

No further report.

Adult Services

Mary Towner gave a report on the status of the returns from Better World Books. There are still 20 boxes to unpack.

Children's Service

No further report.

Archives

No further report.

Circulation Services

No further report.

UNFINISHED BUSINESS

It was moved by Mark Netter, seconded by Jane Williams, and approved unanimously to accept the Executive Director's terminal contract as presented.

It was moved by Mark Netter, seconded by Anna Merritt, and approved unanimously to reaffirm Kathy Wicks as Acting Director.

Bob Burger has been chosen to chair the search committee for the next Executive Director. Bob will suggest members for the committee to the Board for their approval. Meetings will be held for staff and public as the process moves along.

There was discussion about permanently changing the Board meeting time to 7:00 p.m. That will involve changing the Board by-laws. Meetings can be changed on a meeting by meeting basis, also. The October 8, 2013 meeting will start at 7:00 p.m.

NEW BUSINESS

None.

ADJOURNMENT

It was moved by Anna Merritt, seconded by Jane Williams, and approved to adjourn at 8:09 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of September 10, 2013.