

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, May 14, 2013

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

Staff present: Becky Brown, Dawn Cassady, Lora Fegley, Debra Lissak, Anne Phillips, Anke Voss, and Kathy Wicks

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on May 14, 2013. The meeting was called to order by the president, Mary Ellen Farrell, at 7:32 p.m.

It was moved by Mark Netter, seconded by Anna Merritt, and passed unanimously that the consent agenda be approved as mailed.

PETITIONS AND COMMUNICATIONS

Public comment

None.

Presentations

None.

ITEMS FOR ACTION OR DISCUSSION

Building and Grounds

None.

Technology

None.

Finance

After discussion, it was moved by Anna Merritt, seconded by Scott Bennett, and passed unanimously to accept the Bibliotheca RFID proposal with the inclusion of four self-check kiosks and the discounted prepaid maintenance contract.

Policy

The Board agreed to changes in the logon procedures for public computers. Effective May 22, a library user may either log on with his/her library card number registered in the CU Catalog

database or present his/her photo ID to staff at the desk. If the changes succeed in improving the library's environment, staff will bring associated policy revisions to the Board for approval.

It was the consensus of the Board that the Five-Year Financial Plan should be posted on the library website.

Education and Training

None.

Strategic Planning

After discussion, it was moved by Eric Jakobsson, seconded by Mark Netter, and passed five to three to rephrase the mission statement to say "fostering a strong and literate community." After further discussion, it was moved by Chris Scherer, seconded by Anna Merritt, and passed unanimously to change the wording to "fostering literacy and a strong community." It was moved by Beth Scheid, seconded by Eric Jakobsson, and passed unanimously to accept the ***Strategic Plan for Services*** with the amended Mission Statement.

Staff will create a shortened version of the strategic plan, suitable for distribution. The full plan will be available on the library website.

It was the consensus of the Board to have a reception for the Community Strategic Planning Committee members. The reception will be held at 6:30, preceding the June 11 Board meeting.

The Board discussed public meeting space and collection space in consideration of the first two priorities in the strategic plan.

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

No report.

Associate Director

No report.

Adult Services

No report.

Children's Service

No report.

Archives

No report.

Circulation Services

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

The Board and administrative staff will be receiving the annual Director's evaluation by email.

It was the consensus of the Board that the administrative staff could reduce the detail in written reports. The Board would like monthly departmental reports to include information on staff continuing education, outreach programs, new initiatives, and personnel changes.

CLOSED SESSION

At 9:03 p.m. the Board moved into closed session by roll call vote for the purpose of discussing property acquisition.

ADJOURNMENT

The Board moved back into regular session at 9:21 p.m. and immediately adjourned.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of May 14, 2013.