

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, September 10, 2019**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, September 10, 2019. The meeting was called to order by the president, Chris Scherer, at 6:00 p.m.

**ATTENDANCE**

Present: Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, and Michael Weissman

Absent: Barb Bennett and Jane Williams

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Amanda Standerfer and Anke Voss

Also present: Jason Liggett and Aaron Lyubansky

**ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA**

None.

**APPROVE THE AGENDA**

It was moved by John Thies, seconded by Shirese Hursey, and passed unanimously to approve the agenda as presented.

**PUBLIC COMMENT**

None.

**LIBRARY BOARD STRATEGIC PLANNING**

Process team met and looked over the agendas for the upcoming Board of Trustees meeting and the staff meetings. They also gave feedback on potential vision and mission statements.

Amanda Standerfer reviewed the timeline with the Board, recapping previous meetings and explaining the process for the next steps. John Thies asked for clarification, explaining his understanding of the process was that the Board would give high level directions to staff. Staff would then come back to the Board to report on what they think should be done to achieve the directions. Amanda agreed with John, explaining that the staff will develop and implement activity plans to achieve the goals set by the Board and then report back to the Board what has been done to achieve the goals.

Amanda had the Board separate into two groups to discuss the four strategic directions in the outline. These directions are embrace, enrich, empower, and possibly either elevate or enhance. Amanda gave a description of each direction and asked the Board to discuss how to define each

one and why it is important. The Board was asked to set potential goals for each direction. After discussing the strategic directions, Amanda had the Board groups discuss two strategies, partnerships and outreach/marketing, that weave into all four strategic directions. The Board discussed how these woven strategies could be used to strengthen the strategic directions. Amanda then gave the Board a brief explanation of the difference between vision and mission statements and how the Library would use these statements. The Board then separated into two different groups to discuss which vision and mission statements they preferred and what could be done to make the statements stronger. Consensus was not achieved, and the Board was asked to email Celeste with feedback to vision and missions statement options which would be emailed to them.

#### **ACTION ITEMS (CONSENT AGENDA)**

Being that Chris Scherer asked and saw that there were no requests to separate the items, it was moved by John Thies, seconded by Lupe Mejia, and passed unanimously to approve the consent agenda as presented.

#### **ACTION ITEMS (INDIVIDUAL)**

It was moved by John Thies, seconded by Beth Scheid, and passed unanimously to accept to Strategic Plan Learning Report.

It was moved by John Thies, seconded by Shirese Hursey, and passed unanimously to accept Resolution 2019-08 to approve the Clean as a Whistle custodial services contract.

It was moved by Beth Scheid, seconded by John Thies, and passed unanimously to approve Resolution 2019-09 to thank Anke Voss for her years of service.

It was moved by John Thies, seconded by Lupe Mejia, and passed unanimously to approve Resolution 2019-10 to approve the agreement with Fehr Graham for the staff parking lot improvement project.

After discussion, it was moved by John Thies, seconded by Shirese Hursey, and passed unanimously to approve the revised Archives Collection Management Policy II-D.

It was moved by Beth Scheid, seconded by Michael Weissman, and passed unanimously to approve the Photography and Recording Policy IV-G.

#### **DISCUSSION ITEMS**

None.

#### **REPORTS OF LIAISON OFFICERS**

##### *Friends of the Library*

The Friends of the Library book sale raised over \$6,000, which is up \$800 from last year's August sale.

##### *The Urbana Free Library Foundation*

The Foundation is preparing for the annual campaign.

*Illinois Heartland Library System*

Rachel Fuller reported that IHLS will hold member's day in November for professional development for libraries and library staff.

**ADMINISTRATIVE REPORTS**

Beth Scheid commented that the administrative report was very comprehensive and nicely done.

**BOARD PRESIDENT REPORT**

No report.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:59 p.m.

  
Becky Brown, Recorder

  
Barb Bennett, Secretary/Treasurer

Date Approved: Oct 9, 2019

Supplementary information is available in the Board packet of September 10, 2019.  
This meeting was taped for later broadcast on cable television.