

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, July 10, 2012**

Present: Scott Bennett, Mary Ellen Farrell, Eric Jakobsson, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Anh Ha Ho

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

Also present: Barbara Gillespie and Corrie Proksa

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on July 10, 2012. The meeting was called to order by the president, Mel Farrell, at 7:37 p.m.

It was moved by Scott Bennett, seconded by Eric Jakobsson, and passed unanimously that the consent agenda be approved as mailed.

Barbara Gillespie was presented with a certificate of appreciation for her service on the Board of Trustees. Her insights and observations will be greatly missed.

PETITIONS AND COMMUNICATIONS

Public comment

None.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

No report.

Technology

The 2013-2015 Technology Plan was discussed. It was the consensus of the Board that the word "laptops" in section H be changed to the broader term "personal electronic devices." It was also suggested that the wording in section K speak more clearly to accessibility.

Finance

After discussion it was moved by Chris Scherer, seconded by Jane Williams, and passed unanimously to accept the FY 2013 budget that matches the City's budget for the library.

After discussion, it was moved by Beth Scheid, seconded by Eric Jakobsson, and passed unanimously to accept the July budget revisions as presented.

After discussion, it was moved by Beth Scheid, seconded by Eric Jakobsson, and passed unanimously to list the Census and Soundex microfilm collection along with various other pieces of obsolete equipment on the IHLS website as available free to other libraries, with pick-up or shipping being the responsibility of the acquiring library.

The quotes have not all arrived for the library's property insurance policy that is up for renewal. The renewal date is before the August Board meeting date. After discussion it was moved by Jane Williams, seconded by Chris Scherer, and passed unanimously that the Director be authorized to accept a new proposal, that the library should maintain the three-year contract term, and that the Director could explore raising the deductible if needed to lower the policy premium.

Policy

Chris Scherer asked whether the Board will still use ad hoc committees when needed. It was decided that ad hoc committee meetings did not violate the open meetings act. It was moved by Scott Bennett, seconded by Eric Jakobsson, and passed unanimously to approve the Board By-laws revisions as presented.

It was moved by Chris Scherer, seconded by Jane Williams, and passed unanimously to approve the Circulation policy revisions as presented.

Education and Training

No report.

Long-Range Planning

No report.

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 further report.

Associate Director

No further report.

Adult Services

No further report.

Children's Service

No further report.

Archives

No further report.

Circulation Services

No further report.

UNFINISHED BUSINESS

Board members were encouraged to think of possible appointees to the Board to fill the two vacant positions. Potential applicants should be directed to the Mayor's office.

NEW BUSINESS

None.

CLOSED SESSION

At 8:37 p.m. it was moved by Beth Scheid, seconded by Eric Jakobsson and passed by roll call vote that the Board go into closed session to discuss property acquisition per 5 ILCS 120/2C5. The Board moved from closed session to regular session at 9:07 p.m.

ADJOURNMENT

The regular meeting was adjourned at 9:07 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of July 10, 2012.