

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, August 14, 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, Anne Phillips, Anke Voss, and Kathy Wicks

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on August 14, 2012. The meeting was called to order by the president, Mel Farrell, at 7:35 p.m.

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

An Ha Ho briefly stopped by the meeting to treat the Board and staff to delicious pastries from a local bakery.

#### **PETITIONS AND COMMUNICATIONS**

*Public comment*

None.

*Presentations*

None.

#### **ITEMS FOR ACTION OR DISCUSSION**

*Building and Grounds*

No report.

*Technology*

It was moved by Beth Scheid, seconded by Eric Jakobsson, and passed unanimously to accept the Technology Plan FY2013—FY2015 as presented, including two additional staff revisions concerning the data back-up procedures (G-O10) and IT personnel back-up (L-O7).

*Finance*

Since the library has come in under budget the past two years, and the City has spent most of its reserve funds, Ron Eldridge has asked the library to reimburse the City for both the Polaris automation costs and the FY2012 retrospective cost-of-living increase. Ron explained that the reimbursed Polaris money will be returned to the VERN line held for the library for future major expenditures, which might include replacing the remaining 1975 boiler and air handler or switching over to an RFID security system for the collection.

There was discussion about hiring a person to facilitate strategic planning.

*Policy*

No report.

*Education and Training*

No report.

*Long-Range Planning*

No report.

**REPORTS OF LIAISON OFFICERS**

*Friends of the Library*

No further report.

*The Urbana Free Library Foundation*

No report.

*Illinois Heartland Library System*

No further report.

**REPORTS OF ADMINISTRATIVE STAFF**

*Executive Director*

Deb presented the Board with the FY2012 statistics. With the change in automation systems last December, reconciling statistics between the two systems was challenging. FY2013 statistics will record some measures differently depending on the data readily available.

*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**

None.

**NEW BUSINESS**

The Board reviewed programming standards and applicable core standards to meet the requirements for the Per Capita grant.

The Board reviewed State grants, eligibility for State grants, and supplemental taxes to meet the requirements for the Per Capita grant.

**ADJOURNMENT**

The meeting was adjourned at 8:15 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of August 14, 2012.