

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, April 9, 2013**

Present: Mary Ellen Farrell, Anh Ha Ho, Eric Jakobsson, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Scott Bennett, Anna Merritt, and Mark Netter

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on April 9, 2013. The meeting was called to order by the president, Mary Ellen Farrell, at 7:35 p.m.

It was moved by Jane Williams, seconded by Beth Scheid, 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*

Deb reported to the Board that the library has received three responses to the request for RFID proposals. Of the three, Bibliotheca and 3M have the required functionality, relatively comparable costs, and have received good reference checks thus far. Deb, Dawn, and Keran will continue their evaluation with follow-up questions for these two vendors. It was moved by

Chris Scherer, seconded by Jane Williams, and passed unanimously that the selection committee have authority to choose a vendor and proceed with contract negotiation.

After discussion, it was moved by Chris Scherer, seconded by Jane Williams, and passed unanimously to accept the proposal from IGW Architecture for an updated space assessment.

The Board reviewed and accepted the wording changes that they had suggested in their approval of the Five-Year Financial Plan in March.

### ***Policy***

After discussion, it was moved by Eric Jakobsson, seconded by Jane Williams, and passed unanimously that the Circulation Policy revision clarifying parent/child card responsibility be approved as mailed.

It was moved by Jane Williams, seconded by Eric Jakobsson, and passed unanimously that the Circulation Policy revision for eReader lending be approved as mailed.

### ***Education and Training***

None.

### ***Strategic Planning***

The Board reviewed the draft of the *Strategic Plan for Services*. Target numbers will be inserted for the objectives in the plan before it returns to the Board for approval at the May meeting.

## **REPORTS OF LIAISON OFFICERS**

### ***Friends of the Library***

No report.

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

No report.

### ***Illinois Heartland Library System***

April 9 was the IHLS Go Live date for Polaris.

## **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 Children's Department received a grant through which they are able to offer three Día Family Book Club programs for families from six bilingual classes at Prairie School and Leal School. Many of these students live outside the library's taxing district. After discussion, it was moved by Eric Jakobsson, seconded by Christ Scherer, and passed unanimously to waive the non-resident fee and provide four-month library cards for the students and families in the Leal and Prairie School bilingual classes. The cards will allow participants in the grant program to check out materials through the duration of the library's summer reading programs.

**CLOSED SESSION**

At 8:27 p.m. the Board moved into closed session by roll call vote for the purpose of discussing property acquisition.

**ADJOURNMENT**

The Board moved to back into regular session at 8:47 p.m. and immediately adjourned.

Becky Brown

Recording Secretary

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