

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, May 13, 2014**

Present: Scott Bennett, Bill Brown, Mary Ellen Farrell, Anna Merritt, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Anh Ha Ho and Mark Netter

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Lora Fegley, Mary Towner, and Anke Voss

Also present: Jordan Fogerson

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on May 13, 2014. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

It was moved by Anna Merritt, seconded by Beth Scheid, and passed unanimously to accept the consent agenda as presented.

PETITIONS AND COMMUNICATIONS

Public comment

None.

Presentations

None.

ITEMS FOR ACTION OR DISCUSSION

Building and Grounds

None.

Technology

The library will be sending the job description for the IT vacancy to the Civil Service Commission at the end of May. When the job description has been approved by the Commission, the library will advertise the vacancy.

Finance

None.

Policy

A circulation policy revision was presented to the Board that would allow patrons who owe fees up to \$5.00 to check out materials, with no distinction between fees for fines or lost/damaged materials. The revision would make the practice between the self-check kiosks and the circulation desk uniform. After discussion, it was moved by Beth Scheid, seconded by Scott Bennett, and passed unanimously to approve the policy change as presented.

Celeste discussed with the Board her desire to look at the Patron Conduct Policy to find ways to make the banning process more consistent and to incorporate an appeals process. She will be meeting with the staff Patron Incident Committee and talking to law enforcement for ideas to incorporate into the revised policy.

Education and Training

None.

Strategic Planning

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Anna Merritt was appointed to be the Friends of the Library liaison.

The Urbana Free Library Foundation

The Foundation is hoping to add new members to the Foundation Board.

Illinois Heartland Library System

Jane Williams reported that she received an email stating that one more meeting was needed to officially transfer property from Lincoln Trails to the Illinois Heartland System.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

The library received copies of the FY2013 audit. Celeste offered to make copies available to the Board. It was the consensus of the Board that they would like to see the audit summary page.

Associate Director

No further report.

Adult Services

No further report.

Children's Service

Beth Scheid asked about the Millikan class. Lora explained that Elaine Bearden is teaching this class at the library.

Archives

After Beth Scheid asked, Anke explained the new website feature that will allow people to pay their Archives research fees through the library website.

Circulation Services

Mary Ellen Farrell asked how the self-checkout kiosks will impact the circulation desk. Dawn answered that they are still too new to tell, but that she hasn't noticed any significant impact so far. Lora added that the kiosk in the Children's department has been very popular.

UNFINISHED BUSINESS

The slate of officers for next fiscal year was presented. The slate is Chris Scherer as president, Mark Netter as vice-president, and Beth Scheid as secretary/treasurer. The Board will vote on the slate at the June meeting.

NEW BUSINESS

None.

ADJOURNMENT

It was moved to adjourn at 7:36 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of May 13, 2014.