

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, June 10, 2014**

Present: Scott Bennett, Bill Brown, Mary Ellen Farrell, Anh Ha Ho, Mark Netter, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Anna Merritt

Staff present: Dawn Cassady, Celeste Choate, Mary Towner, Anke Voss and Kathy Wicks

Also present: Abdul Alkalimat, Brian Bell, Christopher Hamb, Noah Lenstra, Jason Liggett, Corrie Proksa, and Angela Slates

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on June 10, 2014. The meeting was called to order by the president, Chris Scherer, at 7:02 p.m.

It was moved by Mark Netter, seconded by Scott Bennett, and passed unanimously to accept the consent agenda as presented.

PETITIONS AND COMMUNICATIONS

Public comment

None.

Presentations

Several members of Information City gave a presentation about a collaborative program between Information City and the library involving one on one video chat training sessions with seniors. Interesting data was collected from those who wanted to participate in the scientific study element of the program; study participation was not required in order to receive the training. The group would like to continue collaborative programs with the library. Their handout is available as part of April's Board packet.

ITEMS FOR ACTION OR DISCUSSION

Building and Grounds

None.

Technology

The IT job description has been approved by the Civil Service Commission. The next step is to examine the FY'15 budget for the funds to pay the position.

Finance

As part of the City budget process, City Council requested information on the library's funds other than the general fund. Celeste Choate provided this to Comptroller Rich Hentschel, which he provided to City Council. This is part of the Board packet for the Library Board.

After Celeste gave a quick explanation about the budget revisions, it was moved by Bill Brown, seconded by Mary Ellen Farrell, and passed unanimously to approve the June budget revisions as presented.

Bill Brown asked where the Board can see the library's fund balance. Celeste explained that the fund balance is in a couple of reports, but she plans to work up a better way to make the number more readily available to the Board.

There was discussion about the City's VEF and implications for the Library. Celeste will be attending a meeting with other City department heads on the health of the VEF fund.

Celeste will bring a FY'15 budget revision to the Board at the July meeting, which will include funding for the IT manager position.

Celeste informed the Board that the FY'13 library audit is now on the City's web site. She will be sending either paper copies or the link to Board members, so that she can touch on some of the important parts of the audit at the next meeting.

Policy

After discussion about the proposed minor changes to the Circulation Policy (requested to be effective as of July 1, 2014), it was moved Beth Scheid, seconded by Jane Williams, and passed unanimously to accept the Circulation policy revisions as presented.

Education and Training

The Board congratulated Kathy Wicks on being chosen as one of forty participants in the American Library Associate Leadership Institute training.

Strategic Planning

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

No report.

Illinois Heartland Library System

Jane Williams will consider being the Board's IHLS liaison.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Mark Netter asked for clarification on the Comprise credit card payment system.

Associate Director

No further report.

Adult Services

Mary Ellen Farrell commented on how busy the Adult Services department has been.

Children's Service

No further report.

Archives

No further report.

Circulation Services

Beth asked about any current developments with Innovative. Dawn reported that the library hasn't seen too much happening yet.

UNFINISHED BUSINESS

It was move by Scott Bennett, seconded by Mary Ellen Farrell, and unanimously approved to accept the slate of officers for FY'15 as presented at the May Board meeting.

NEW BUSINESS

None.

CLOSED SESSION

At 8:02 p.m., it was moved by Mark Netter, , seconded by Beth Scheid, and approved by roll call vote to go into closed session for matters of property, pursuant to 5 ILCS 120/2 (c)(5).

At 8:52 p.m., it was moved by Anh Ha Ho, seconded by Mark Netter, and approved by roll call vote to go into open session.

ADJOURNMENT

It was moved by Jane Williams and seconded by Beth Scheid to adjourn at 8:53 p.m.

Becky Brown

Recording Secretary

Supplementary information and department reports are available in the Board packet of June 10, 2014.