

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, October 14, 2014**

Present: Geoff Bant, Bill Brown, Mary Ellen Farrell, Anh Ha Ho, Anna Merritt, Mark Netter, Beth Scheid, Chris Scherer, and Jane Williams

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

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on October 14, 2014. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

New Board member, Geoff Bant, introduced himself as a long time library patron.

It was moved by Mary Ellen Farrell, seconded by Jane Williams, and passed unanimously to accept the consent agenda as presented.

PETITIONS AND COMMUNICATIONS

Public comment

None.

Presentations

Mary Towner presented three of the library's databases, Mango Languages, 3M Cloud, and Alexander Street Music On-line, to the Board. Mango Languages teaches sixty three languages. 3M Cloud allows patrons to download about 300 ebooks which the library has purchased. Alexander Street Music On-line will allow patrons to stream many varieties of music. This database will be available starting November 1st.

ITEMS FOR ACTION OR DISCUSSION

Building and Grounds

No report.

Technology

No report.

Finance

Mark made a report for the Ad Hoc Finance Committee. They have been going over audit updates, looking at the possible salary raises, the budget updates, and more understandable

ways to display financial information. They have also started looking at policies that touch the budget.

Policy

The Board received copies of the Miscellaneous Policy, the General Benefits Policy, and the Vacation and Leave Policy to review. As of now, these policies have been revised to reflect factual changes. The next re-write will be to streamline them.

Some policies had been updated and voted on by the Board, but the updates had not been incorporated into the policy manual. Board meeting information has been made available online going back into 2007. A staff person has been assigned to go through these Board minutes to see which Board-approved policy changes were not incorporated into the Policy Manual. These will be brought to the attention of the Board, who can decide whether they still feel they should be incorporated into the Policy Manual or not.

Education and Training

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Celeste Choate explained to the Board that the Friends have been asked by the Herb Society to take charge of the library grounds. The Friends are looking at various options, including adding more perennials and asking other groups for help. A Master Gardner has recently volunteered to do some work around the outside.

The Urbana Free Library Foundation

No report.

Illinois Heartland Library System

Illinois Heartland Library System is having a New Member Day on Monday, October 20. Celeste Choate and Kathy Wicks will be attending, and Celeste will be one of four people on a new director panel.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Celeste Choate informed the Board that the City Council approved the ASFCME contract with salary increases for FY'13/14, FY'14/15, and FY'15/16. The City's practice has been to pass these increases on to all City employees, including non-union, which includes the library. A new City Finance Officer starts employment on October 27. She will be responsible for working on processing the pay increases and timelines for the retro and current pay increases.

Associate Director

Anna Merritt asked whether there was a budget for the various library repairs. Kathy Wicks explained that the library does budget for building repairs. The sprinkler system repair came from that budgeted line.

Chris Scherer asked if the Per Capita had been submitted. Kathy Wicks replied that it went out the day before.

Adult Services

Anna Merritt commented that Joel Spencer's presentation at Clark Lindsey Village about the Open Labs was very appreciated and timely. A person at Clark Lindsey Village has purchased a 3D printer, which he plans to have up and running soon.

Mary Towner said that the library hopes to have Adult Open Labs in the future, to allow adult patrons the opportunity to play with the fun equipment the teens are enjoying in the Teen Open Labs.

Children's Service

No further report.

Archives

Chris Scherer was pleased to see that the Archives extended hours have been very popular.

Circulation Services

No further report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Bill Brown was appointed to be the library's Open Meetings Act designee.

CLOSED SESSION

At 7:49 p.m., it was moved by Beth Scheid, seconded by Mark Netter, and approved by roll call vote to go into closed session pursuant to 5 ILCS 120/2 (c) (1).

At 8:23 p.m., it was moved by Beth Scheid, seconded by Bill Brown, and approved by roll call vote to go back into open session.

ADJOURNMENT

It was moved by Beth Scheid and seconded by Bill Brown to adjourn at 8:23 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of October 14, 2014.