

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, May 12, 2015**

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

Absent: Mary Ellen Farrell

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Robin Hayden, Carol Inskeep, Rachel Johnson, Melissa Muckenhirn, Mary Towner, Anke Voss, Jordan Wells, Kathy Wicks, Caleb Wilson, and Lisa Wilson

Also present: Al Kagan, Kathryn LaBarre, Matt Murrey, Kerry Ann Lombela, and Carol Tilley

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on May 12, 2015. The meeting was called to order by the president, Chris Scherer, at 7:04 p.m.

It was moved by Anna Merritt, seconded by Mark Netter, and passed unanimously to change a typing error in the April 14, 2015 minutes.

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

## **PETITIONS AND COMMUNICATIONS**

### ***Public comment***

Carol Tilley asked that the Board be concerned not only with weeding issues, but also with personnel issues. She encouraged the return of Departmental reports in the Board packets. She asked that the Board remember that the library's strength is not only in the collection and programming, but also in staff.

Lisa Wilson encouraged the Board to hear from staff and to gather feedback as to how staffing changes will adversely affect patrons and staff.

Caleb Wilson let the Board know that staff are upset.

Mark Netter was given permission to respond to these questions of infrastructure and personnel. The Board's role includes balancing the needs of everyone and he encouraged staff to come to Board meetings to speak. The Library's service is people, and if the library can't pay

people, it will lose people. The times call for a change in direction, with the prime directive of keeping the library open, keeping services, and providing tax payers value for their taxes.

***Presentations***

None.

**ITEMS FOR ACTION OR DISCUSSION**

***Building and Grounds***

No report.

***Technology***

No report.

***Policy***

Chris Scherer moved the order of the agenda to move Policy before Finance.

It was moved by Jane Williams, seconded by Bill Brown, and passed unanimously to accept the Circulation and Interlibrary Loan Policy as presented.

Jane Williams pointed out a minor error on page 7 of the Finance Policy. The competitive prices section of the *Illinois Compiled Statutes* is Section 65 rather than 75. It was moved by Jane Williams, and seconded by Anna Merritt, and passed unanimously to accept the Finance Policy as corrected.

Anna Merritt asked if the Board By-Laws Policy would show as amended on the date of the April 2015 Board meeting or the May 2015 Board meeting. It was the consensus of the Board that May 12, 2015, would be the amendment date. There was discussion about whether it was required that the library Board contain a City council member. The Board By-Laws agrees with State Statutes which say that no more than one City council member can be a library Board member. It was moved by Beth Scheid, and seconded by Anh Ha Ho, and passed unanimously to accept the Board By-laws Policy as presented.

There was discussion about the draft Health Insurance Waiver Incentive policy. Celeste explained that in order to be compliant with the Affordable Care Act, the Library can no longer reimburse staff for health insurance premiums without paying the Excise Tax as of June 30, 2015. The law is extremely complicated, and the library is seeking counsel from several sources as to how to proceed. The draft Health Insurance Incentive Waiver policy is based on the City's policy with a few items added that are unique to the library. The goal is to be compliant with the law and impact staff in the least negative way possible. Bill Brown asked for clarification on the proposed policy so that staff would better understand the three possibilities being offered. Celeste explained that the library is still getting information, and numbers aren't set yet, but the library hopes to be able to offer the highest option or even more.

Celeste explained to the Board that one of the changes in the General Benefits Policy included removing the Health Coverage Waiver and Reimbursement section, effective June 26, 2015. Beth Scheid asked for a wording change on page three, number six, “procedures are set” rather than “procedures will be set.”

A change in the Vacation and Leave Policy creates a broader group of people for whom staff can use sick leave. The group definition is the same as the group definition in the Nepotism Policy.

Staff will be working with the City HR department to evaluate personnel policies, and update with more contemporary language, keeping current benefits. Bill Brown asked about the change from using *salaried* to *full time and part time staff*. Celeste explained that “salaried” means something specific in the Federal Labor Standards Act and the change is for clarity’s sake.

### ***Finance***

Chris Scherer dissolved the Ad Hoc Finance committee.

Celeste asked the Board for a change on the proposed FY16 budget, because the FY16 budget going to City Council will show \$7000 for FICA and IMRF combined rather than \$7141 which was the amount on the budget brought to the Board. It was moved by Beth Scheid, seconded by Mark Netter, and passed unanimously to approve the proposed FY16 budget as amended.

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

No report.

## **REPORTS OF LIAISON OFFICERS**

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

The Friends of the Library are preparing for the August book sale. They are pleased with the number of books coming in. Beth Scheid asked if the Friends had decided how many book sales to hold each year. They are waiting until after the August sale to evaluate how it went.

The Friends and Celeste are preparing a memorandum of understanding between the library Board and the Friends of the Library to create a formal written agreement of the ways that the two entities will support each other. The Friends will work on this at their August meeting, and then Celeste will bring it to the Library Board.

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

No report.

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

Geoff Bant was one of the nominees for the Illinois Heartland Library System Board.

## **REPORTS OF ADMINISTRATIVE STAFF**

### *Executive Director*

Bill Brown asked about the Departmental Reports. Celeste explained that several Board members had commented that the reports were too granular, so she was experimenting with giving the Board information topically for the Library as a whole rather than departmentally.

Each department of the library was given a Policy Manual, and all staff were asked to try and read it by May 8, 2015, so that everyone is familiar with library policy. Some staff have not had time to complete the manual, so the time has been extended.

Bill Brown asked about staff concerns about individual staff hour cuts. Celeste explained that overall circulation facilitated by staff is down, and self-checkouts and eBook circulation is up. Given budget cuts over the past year, Administration has worked very hard to not lay people off, using attrition and scheduling, instead, to balance the budget. When someone leaves, each position is considered individually.

### *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**

The nominating committee consisting of Anh Ha Ho, Bill Brown, and Anna Merritt, brought forward a slate of officers for nomination. The nominated officers are Chris Scherer for President, Mark Netter for Vice-President, and Beth Scheid for Secretary/Treasurer. The slate will be voted on at the June 9 meeting.

## **NEW BUSINESS**

The Board did the annual review of non-resident card fees. It was moved by Beth Scheid, seconded by Jane Williams, and passed unanimously to continue using the tax bill formula to calculate non-resident card fees.

Celeste gave the Board a preview of this year's Per Capita Board requirements. Chris Scherer appointed Beth Scheid to work with M.C. Neal and other staff on the Edge Initiative. The Board will have a discussion about how the library fosters resource sharing later this year.

#### **CLOSED SESSION**

At 8:20 p.m., it was moved by Anna Merritt, seconded by Jane Williams, and passed by roll call vote to go into closed session to discuss personnel pursuant to 5 ILCS 120/2 (c) (1).

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

No: none

At 9:00 p.m., it was moved by Mark Netter, seconded by Anh Ha Ho, and passed by roll call vote to move back into open session.

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

No: none

#### **ADJOURNMENT**

It was moved by Mark Netter and seconded by Anh Ha Ho to adjourn at 9:01 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of May 12, 2015.