

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, March 8, 2016**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on March 8, 2016. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

ATTENDANCE

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

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

Also present: Joey Wright

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVAL OF THE AGENDA

It was moved by Jane Williams, seconded by Anna Merritt, and passed unanimously to approve the agenda as presented.

PUBLIC COMMENT

None.

PRESENTATIONS

Celeste Choate gave the Board presentation on the FY'17 Budget. Although the FY'17 budget is similar to the FY'16 budget, there are a few changes. The FY'17 budget includes FICA, IMRF, and Ameren gas bills, none of which have been in previous budgets. These additions affect the materials line percentage compared to the whole budget, making the materials budget flat. There are increases in wages and the fund balance amount, anticipating a 3% cost of living increase and an increase in facility needs.

Beth Scheid appreciated the power point graphs. Mark Netter appreciated having both the full budget and the condensed version in the Board packet.

Mark Netter asked if the library had received money from the City to pay for gas bills. Chris Scherer asked if what the library received will be enough to pay the gas bills. Celeste answered that the money had been received, and because City was fair in their estimate, it is anticipated to be enough. The library will track usage.

Bill Brown asked about the \$11,000 to be used for Admin help. He wondered if new people were going to be hired or if current staff would be given more hours. Celeste answered that new people would be hired, but that there were many needs and \$11,000 isn't going to go very far. Celeste explained that last year's budget included hours vacated by a half time clerk with benefits, so part-time people were picking up those hours with benefits already in the budget. The hours will be moved to the hourly line for FY'17, but benefited staff will continue to have their benefits pro-rated for the number of hours they work.

Beth Scheid asked how the estimate of the café being within \$3000 of breaking even for FY'17 compared with last year. Celeste answered that it was comparable. There was some discussion about having a minimum amount that could be charged on a credit card. Mark Netter asked about the credit card budget line. Celeste explained that this line is for the expenses the library incurs to offer patrons the use of credit cards.

Bill Brown asked about the increase in copier fees. Celeste explained that copy prices were raised. The increase in the copier budget line is partly due to a new printer with more expensive color toners. Copy revenue is expected to cover all use of copiers for staff and the public.

ACTION ITEMS (CONSENT AGENDA)

It was moved by Beth Scheid, seconded by Bill Brown, and passed unanimously to approve the February 9, 2016 Board meeting minutes in the consent agenda as presented.

It was moved by Michael Weissman, seconded by Mark Netter, and passed unanimously to approve the payment of bills in the consent agenda as presented. Bill Brown asked about the \$10,000 to Champaign Public Library. Celeste explained that the Library pays Champaign Public Library twice a year for Polaris fees.

ACTION ITEMS (INDIVIDUAL)

It was moved by Jane Williams, seconded by Anna Merritt and passed unanimously to approve the Respectful Work Environment Policy as presented.

It was moved by Anna Merritt, seconded by Beth Scheid, and passed unanimously to approve the March budget amendments as presented.

DISCUSSION ITEMS

Anna Merritt led a Board discussion on Chapter 9 in the *Trustees Facts on File* on facilities. The book refers to a list in Appendix L, which was not in the book. Jane Williams was able to find the list online, but since it was written in 1997 and advised allowing space for card catalogs, she felt it was irrelevant and outdated. Anna pointed the Board to the *Your Right to Know* section of the library's website. Under *Planning Studies* is a document called *Space Assessment, UFL Preliminary Program Update 2013*, which she felt would be useful for the Board to review. She asked that the Board begin to figure out a plan for the future, what do they need to consider, and how to go about figuring out what is needed. There was discussion about the many aspects of facilities, which included; how programming needs and facility needs fit together; how to pick and reach the various audiences the library serves, including staff; how the Strategic Plan

and the Facilities Plan work together; how to meet parking needs; how to measure current patron demands to determine future needs; and that flexibility is needed because the building will be here for a long time and patron needs will change.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Anna Merritt reminded the Board that the book sale will run from Thursday, March 30 to Monday, April 4.

The Urbana Free Library Foundation

The Foundation's next meeting is March 30. The Foundation is interested in adding new Board members. Larry Jobe's term as President is ending, so the Foundation will be electing a new president.

Illinois Heartland Library System

Geoff Bant reported that the IHLS system director left. There is concern about various things that are funded by grants, which will be ending in approximately 6 months.

REPORTS OF ADMINISTRATIVE STAFF

Kathy Wicks reminded the Board of the upcoming Fairy Tale Ball on Friday evening. Kathy will be announcing guests as they enter the ball.

Kathy and Celeste received the proposal from the HVAC consultant hired by the City, but they haven't had time to really look at it. A preliminary review seems to indicate that more information will be needed. They will bring a report to the Board, once they get the time to discuss it. Geoff Bant looked into acrylics for the reading room windows, and it looks like there may be an affordable and useful solution.

UNFINISHED BUSINESS

Evaluation committee sent out the annual executive director evaluation questionnaire today. There will be a closed session next meeting.

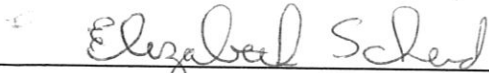
NEW BUSINESS

None.

ADJOURNMENT

It was moved by Beth Scheid and seconded by An Ha Ho to adjourn at 7:58 p.m.


Becky Brown, Recorder



Elizabeth Scheid, Secretary

Date Approved: 4/12/16

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of March 8, 2016.