

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, June 14, 2016**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on June 14, 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, Lora Fegley, Anke Voss, and Kathy Wicks

Also present: Simon Rosenzweig and Joey Wright

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

Simon Rosenzweig invited everyone to the Golden Harbor dinner on June 29.

PRESENTATIONS

Martin Wolske gave a presentation on the Digital Literacy for All Learners grant. The grant three years ago funded laptops, laptop carts, and a staff person for the Teen Open Lab. A more current grant through the DCEO purchased supplemental equipment and another person to help in the lab. The grants are to encourage digital literacy by teaching the basic technical skills, helping people use digital ways to define and solve problems, and reaching out to those that have been traditionally excluded. Martin gave one example of a teen from Teen Open Lab that liked to draw and would scan her drawings to get digital images. She asked for graphic pads, which were purchased. This teen taught herself how to use the pads and then taught other teens in the Teen Open Lab. The DECO grant involved groups starting to look into fostering digital literacy, including the Champaign Public Library, Kenwood Elementary School, and the Urbana Neighborhood Connections Center. The UNCC has worked with librarians from The Urbana Free Library.

Anke Voss gave a report on oral history projects of the Champaign County Historical Archives. So far, fifteen oral histories have been recorded from members of the League of Women Voters and the Illinois Nurses Association. One interesting topic has been housing studies conducted

by the League of Women Voters from the 1950's through the 1970's. The history of nurses and institutions that hired nurses has also been interesting. Archives will transcribe and catalog the histories and make them available on the Library web site. Anke also reported that Violet Schroeder donated fifteen cubic feet of records from the Illinois Nurses Association.

Anke Voss reported that on May 19, with perfect weather, 7 men and a truck moved 700 cubic feet of material, including thirteen file cabinets and many boxes, from Chanute to storage in the Tepper building. Now comes lots of work organizing and cataloging. Anke hopes to hire a GSLIS intern to help with the process.

ACTION ITEMS (CONSENT AGENDA)

It was moved by Anna Merritt, seconded by Michael Weissman, and passed unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Jane Williams, seconded by Bill Brown and passed unanimously to approve that the Library continue to issue non-resident library cards using the Tax Bill Method to determine the fees.

It was moved by Bill Brown, seconded by Anh Ha Ho, and passed unanimously to elect the FY17 slate of officers as presented, Chris Scherer as President, Mark Netter as Vice-President; Beth Scheid as Secretary/Treasurer, and Anna Merritt as Secretary *pro-tempore*.

It was moved by Michael Weissman, seconded by Mark Netter, and passed unanimously to approve FY17 List of Scheduled Monthly Board Meetings.

It was moved by Mark Netter, seconded by Beth Scheid, and passed unanimously to approve the Prevailing Wage Resolution.

Celeste asked to make one change in the FY16 Budget Amendment, which was moving \$1000 from Adult music CDs to Adult entertainment DVDs. It was moved by Beth Scheid, seconded by Jane Williams, and passed unanimously to approve the FY16 Budget Amendment as amended.

After reviewing the FY17 budget amendments, Michael Weissman asked why there was \$1 in the building capital expense line. Celeste answered that it is a place holder. Jane Williams asked about the City HR transfer. Celeste explained this transfer is to help fund a development staff person. After discussion, it was moved by Beth Scheid, seconded by Mark Netter, and passed unanimously to approve the FY17 Budget Amendments as presented.

DISCUSSION ITEMS

Celeste briefly discussed Laws and Administrative Rules in connection with issuing non-resident cards and the two policies up for discussion.

There was discussion about the Circulation and Interlibrary Loan Policy. Dawn Cassidy is streamlining it over time to pull out procedure from the policy and decrease duplication. The

Confidentiality Policy has been pulled from the Circulation and Interlibrary Loan Policy to become a separate policy. Both policies will be action items on the July agenda.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends of the Library will meet in August.

The Urbana Free Library Foundation

The Foundation will meet on June 22. They will be discussing funding a library development person.

Illinois Heartland Library System

Geoff Bant reported that the IHLS meetings have involved discussions of severance pay and the elimination of personnel. The Heartland System did get the contract for deliveries downstate.

REPORTS OF ADMINISTRATIVE STAFF

Celeste Choate reported that the Library and the iSchool at Illinois have worked out a new arrangement for awarding credits to the Library for accepting practicum students.

Celeste told the Board that the Library has contracted with Carle to provide an Employee Assistance Program as a staff benefit. This program offers counseling, legal consultation, and tax assistance for staff.

There was discussion about hiring a development person, including whether the person should be on staff or a contractor, should be a local person with local contacts, part time or full time, ways to measure success, and job description.

Bill Brown and Jane Williams agreed to serve on a committee with Barbara Meyer, Mike Monson, to reopen the Campus Plan looking at the Library property and property around the Library. Representatives from the City are being asked next to complete the team.

Kathy Wicks reported that a representative from Henneman Engineering will be reporting next month to the Board on the HVAC project. Kathy will also be meeting with the City structural engineer to investigate the front porch.

Bill Brown asked about the Webber property. There has been some interest in the fourth unit, but no tenants yet. The furnace replacement will also include replacing the air conditioner.

UNFINISHED BUSINESS

Bill Brown was reappointed as the Open Meetings Act officer. Celeste Choate and Becky Brown were reappointed as the FOIA officers.

CLOSED SESSION

At 8:15 p.m., it was moved by Beth Scheid, seconded by Mark Netter and approved by roll call vote to move into closed session pursuant to 5ILCS 120/2 (c) (1) discussion of personnel, and pursuant to 5ILCS 120/2 (c)(21) discussion of closed session minutes.

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

No votes: None

At 8:55 p.m. it was moved by roll call vote to move back into open session.

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

No votes: None

NEW BUSINESS

It was move by Mark Netter, seconded by Jane Williams, and passed unanimously to approve the closed session minutes of April 12, 2016.

It was move by Anna Merritt, seconded by Beth Scheid, and passed unanimously to approve the closed session minutes of May 10, 2016.

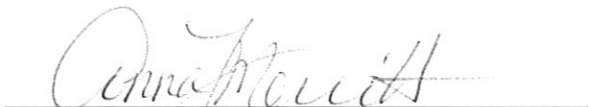
Anh Ha Ho offered her resignation from the Board of Trustee. The Board appreciates her years of service.

ADJOURNMENT

It was moved by Michael Weissman and seconded by Bill Brown to adjourn at 9:01 p.m.



Becky Brown, Recorder



Anna Merritt, Secretary Pro Tempore

Date Approved: 7/12/2016

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of June 14, 2016.