

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, April 10, 2018**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, April 10, 2018. The meeting was called to order by the president, Chris Scherer, at 7:05 p.m.

**ATTENDANCE**

Present: Geoff Bant, Barbara Bennett, Anna Merritt, Jared Miller, Beth Scheid, Chris Scherer, and Michael Weissman.

Absent: Barbara Jones and Jane Williams

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, and Anke Voss

Also present: Shauri Gonzalez

**ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA**

None.

**APPROVE THE AGENDA**

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

**CALL FOR EXECUTIVE SESSION**

There was a call for an executive session for discussion of compensation and performance of personnel pursuant to 5ILCS 120/2 (c)(1).

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

Anke Voss gave a presentation on Library volunteers. The Library has always used volunteers, but since Eleanore Brown became the volunteer coordinator, volunteers have become even more beneficial to the Library. The application process has been streamlined and become more informative. Volunteers may go to the Library's website to see descriptions of volunteer opportunities and apply for what interest them. Anke touched on a few of the volunteer areas, including Archives, Teen Lab, and Game and Kit volunteers, and Adopt-A-Shelf volunteers.

**ACTION ITEMS (CONSENT AGENDA)**

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

### **ACTION ITEMS (INDIVIDUAL)**

Celeste Choate explained the various parts of the FY19 budget. The pay scale chart includes a 1% wage increase as well as the step increases. Administration is considering where to place the Development Director and Adult and Youth Services Manager on the chart. The transition to Munis is still in process, and staff are working on how the Trust fund, 810's in the FY19 budget, will lay out. The Trust fund shows anticipated revenues and expenses, with the expenses higher than the revenue, as staff plan to spend some of the Trust fund balances. For example, the Strategic Plan and DVD conversion project will come out of the Admin General Gifts line. The Foundation and the Friends of the Library have committed to helping the Library with various upcoming expenses. State law has a mechanism for special reserve funds for help save for future needs. The fund can be set up so that money not spent by the end of fiscal year goes into it. The Library Board will need to pass an ordinance to set it up, and Celeste gave them sample ordinances to review. The Library will budget as if to spend it all, if it is needed. The fund will be used to cover anticipated IT expenditures and building expenditures. It will a separate fund in the chart of accounts, not included in the 802 general budget or the 810 Trust Fund budget. Another type of fund will be set up to cover the health savings plan. It is uncertain how much progress will be made on the building projects by end of June, but it is certain that they won't be finished, so the FY19 budget has been set up as if nothing will be done in FY18. Because the Library is receiving and spending money from the Webber property, it has been recommended that this be added to the regular budget. The building needs HVAC repairs and outside maintenance. There is a potential renter for the two vacant spaces, which will help to pay for expenses with the building. It is anticipated that the 11 year accrual balance will be spent in FY19. Chris Scherer asked why the fines revenue is lower. Celeste explained that the Library is collecting fewer fines, partly because of the increase in the number of renewals per item. The proposed FY19 budget meets the City's request for a flat budget with the increases for the wages and health insurance. Celeste meets with Mayor on Friday and may get different a different directive.

After discussion, it was moved by Anna Merritt, seconded by Beth Scheid, and passed unanimously to approve the FY19 budget.

It was decided to wait until the May 2018 meeting to make FY18 adjustments.

### **DISCUSSION ITEMS**

None.

### **REPORTS OF LIAISON OFFICERS**

#### *Friends of the Library*

Anna Merritt reported that April book sale brought in around \$5,000. As she reported at the last meeting, this money will be used to purchase furniture for the Library with the funds already saved. Geoff Bant asked about how the books on sale at the café relate to the book sale. Celeste answered that the café books are chosen from the book sale donations using a variety of criteria.

#### *The Urbana Free Library Foundation*

None.

*Illinois Heartland Library System*

Geoff Bant reported IHLS has been rotating meeting places, and the next meeting will be held in Champaign on April 26. He encouraged Board members to attend to meet the IHLS Board. Geoff also inquired about possible cooperative efforts with the Champaign Public Library and meeting their Board. Celeste offered to see what she can set up.

**ADMINISTRATIVE REPORTS**

Celeste reported that she has signed a lease proposal agreement, and hopefully, will soon be able to tell the Board about a new tenant moving into the Webber building.

**BOARD PRESIDENT REPORT**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Chris Scherer has asked Jane Williams and Anna Merritt to be on the nominating committee for Board officers. The next nominating committee meeting will be May 8 at 6:45 p.m.

**CLOSED SESSION**

At 8:05 p.m. it was moved by Jared Miller and approved by roll call vote to move into closed session to discuss compensation and performance of personnel, pursuant to 5 ILCS 120/2 (c) (1).

Yes votes: Geoff Bant, Barbara Bennett, Anna Merritt, Jared Miller, Beth Scheid, Chris Scherer, and Michael Weissman


No votes: None.

At 9:00 p.m., it was approved by roll call vote to move back into open session.

**ADJOURNMENT**

The meeting was adjourned at 9:00 p.m.

  
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Becky Brown, Recorder

  
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Beth Scheid, Vice-President/Secretary/Treasurer

Date Approved: May 8, 2018

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of April 10, 2018.