

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, May 8, 2018**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, May 8, 2018. The meeting was called to order by the president, Chris Scherer, at 7:02 p.m.

ATTENDANCE

Present: Geoff Bant, Barb Bennett, Barbara Jones, Anna Merritt, Jared Miller, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Michael Weissman

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

Also present: Tom Betz, Danielle Chynoweth, Judy Krakower, Emily McKown, and Jay Morris

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

It was moved by Jared Miller, seconded by Barb Bennett, 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

Judy Krakower expressed her displeasure with the way she felt she was treated at one of the Project Read tutoring sessions held in the Library.

Danielle Chynoweth told the Board about the plans for the community gardens that could be planted in the green space that Cunningham Township would like to rent from the Library.

PRESENTATIONS

Kasia Hopkins, one of the Library's AYS librarians, gave a presentation on collection development. She manages the adult book and DVD collections. Kasia uses several tools, including the publishers' journals, the Library's Collection Management Policy, and the American Library Association's Library Bill of Rights. Patrons, however, are the driving force of collection development, by making purchase requests, placing holds, and using the collection. When an item receives many holds, additional copies are purchased to meet the

demand. Reports are generated on a regular basis that show what areas of the collection are more heavily used, so that materials may be purchased in the areas of the collection that are important to patrons. Several Board members complimented Kasia on her materials selections and how well she is meeting the needs of Urbana patrons.

Anke Voss gave the Board an overview of the celebration of the 100th Anniversary of the Royer Library building. She invited the Board to join in the celebration on July 7, 2018 from 1 p.m. to 5 p.m. A committee of staff members have been planning ways to celebrate, including live music, games for children, a cake, and coloring sheets made from advertisements from 1918. The original blueprints of the Library, created by Joseph Royer, will be on exhibit. Another exhibit will feature the history of the Library and Mary Busey, who gave \$35,000 to have the Library built in honor of her husband, Samuel T. Busey.

ACTION ITEMS (CONSENT AGENDA)

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

ACTION ITEMS (INDIVIDUAL)

It was moved by Anna Merritt, seconded by Barbara Jones, and passed unanimously to approve the FY18 budget amendments.

The City has asked the Library to trim \$55,400 from the FY19 budget. The Administrative staff looked closely at the budget and found several ways to increase revenues and decrease spending, which allows the Library to follow the City's directive. After discussion, it was moved by Beth Scheid, seconded by Barb Bennett, and passed unanimously to approve the FY19 budget as presented.

The Board passed unanimously Resolution 2018-06, thanking Anna Merritt for her years of service on the Board. Anna commented the past years had been interesting. She feels the Board and the Library are in good shape, and she is pleased to have played a part in getting them there. Barbara Jones thanked Anna for her calm wisdom, and for helping Barbara understand the importance of knowing the bylaws.

It was moved by Barb Bennett, seconded by Jared Miller, and passed unanimously to approve the Annual Review and Designation of Non-Resident Card Fees.

It was moved by Jared Miller, seconded by Barbara Jones, and passed unanimously to approve the ILLINET/OCLC renewal agreement for \$14,107.65.

It was moved by Anna Merritt, seconded by Beth Scheid, and passed unanimously to approve the list of scheduled monthly Board meetings for FY19.

It was moved by Jared Miller, seconded by Barb Bennett, and passed unanimously to approve Resolution 2018-08 approving the intergovernmental agreement between the Urbana School District #116 and The Urbana Free Library for Library service.

It was moved by Barb Bennett, seconded by Barbara Jones, and passed unanimously to approve Resolution 2018-09 empowering the Executive Director to execute leases.

After discussion, it was moved by Jared Miller, seconded by Anna Merritt, and passed unanimously to approve the Vacation and Leave policy updates.

DISCUSSION ITEMS

Celeste Choate gave the Board sample ordinances for setting up special reserve funds allocated for future Library needs. The Board will vote on setting up reserve funds at the June meeting.

REPORTS OF LIAISON OFFICERS

Friends of the Library

There was no Friends of the Library report. Barb Bennett volunteered to be the Friends liaison to replace Anna Merritt.

The Urbana Free Library Foundation

No report.

Illinois Heartland Library System

Geoff Bant reported IHLS is holding an executive meeting on Wednesday, May 9 to continue preparations for marketing.

ADMINISTRATIVE REPORTS

No report.

BOARD PRESIDENT REPORT

No report.

COMMITTEE REPORT

The nominating committee proposed the following slate of officers for FY19; President, Chris Scherer; Vice-President, Beth Scheid; Secretary/Treasurer, Geoff Bant; Secretary *pro tem*, Barbara Jones.

UNFINISHED BUSINESS

None.

CLOSED SESSION

At 8:22 p.m. it was moved by Jared Miller, seconded by Beth Scheid, and approved by roll call vote to move into closed session to discuss personnel, pursuant to 5 ILCS 120/2 (c) (1).

Yes votes: Geoff Bant, Barb Bennett, Barbara Jones, Anna Merritt, Jared Miller, Beth Scheid, Chris Scherer, and Jane Williams

No votes: None.

At 9:24 p.m., it was approved by roll call vote to move back into open session.

Yes votes: Geoff Bant, Barb Bennett, Barbara Jones, Anna Merritt, Jared Miller, Beth Scheid, Chris Scherer, and Jane Williams

No votes: None.

NEW BUSINESS

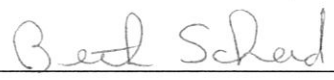
After discussion, it was moved by Barb Bennett, seconded by Barbara Jones, and passed unanimously to approve the FY19 budget amendments which include moving money from the Administration Hourly line to other pay lines and increasing the Executive Director's wage by 1.5%.

ADJOURNMENT

The meeting was adjourned at 9:38 p.m.



Becky Brown, Recorder



Beth Scheid, Vice-President/Secretary/Treasurer

Date Approved: June 12, 2018

Supplementary information is available in the Board packet of May 8, 2018.