

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, November 13, 2012**

Present: Anna Merritt, Mark Netter, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Scott Bennett, Mary Ellen Farrell, Anh Ha Ho, and Eric Jakobsson

Staff present: Becky Brown, Dawn Cassady, Lora Fegley, Debra Lissak, Anne Phillips, Anke Voss, and Kathy Wicks

Also present: Carol McKusick

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on November 13, 2012. The meeting was called to order by vice-president, Chris Scherer, at 7:35 p.m.

It was moved by Jane Williams, seconded by Beth Scheid, and passed unanimously that the consent agenda be approved as mailed.

## **PETITIONS AND COMMUNICATIONS**

### *Public Comment*

Carol McKusick addressed the Board about various concerns, including Board agendas, Board rosters, and representation of public comment in the minutes.

### *Presentations*

None.

## **ITEMS FOR ACTION OR DISCUSSION**

### *Building and Grounds*

None.

### *Technology*

None.

### *Finance*

There was brief preliminary discussion of the FY 2012/2013 budget revision and the *Five-Year Financial Plan*, which are scheduled for the December Board meeting.

It was suggested that the Board review the monthly bills in an upcoming meeting to give new members a chance to become familiar with the library's routine expenses.

### *Policy*

It was the consensus of the Board that the proposed in-house lending of laptops be incorporated into the *Computer and Internet Use Policy* rather than the *Circulation and Interlibrary Loan Policy*. Implementation requires the addition of a wireless component to our internal network. The revised policy will return to the Board for approval.

After discussion, it was the consensus of the Board to circulate e-readers to adult and high school library card holders of The Urbana Free Library, to charge a \$1.00 per item per day late fee, and to allow two renewals unless there are holds. Staff expect to have e-readers ready to circulate by January. The revised *Circulation and Interlibrary Loan Policy* will return to the Board for approval.

The Board discussed clarifications for the *Security Cameras Policy*, including acceptable use, patron privacy, and subpoenas. The revised policy will return to the Board for approval.

### *Education and Training*

None.

### *Strategic Planning*

The Board reviewed the participants proposed for the Community Strategic Planning Committee. Deb will begin contacting proposed participants to secure their commitment to serve. Deb reviewed the strategic planning consultant's schedule with the Board.

## **REPORTS OF LIAISON OFFICERS**

### *Friends of the Library*

No report.

### *The Urbana Free Library Foundation*

No report.

### *Illinois Heartland Library System*

No report.

## **REPORTS OF ADMINISTRATIVE STAFF**

### *Executive Director*

No report.

*Associate Director*

No report.

*Adult Services*

No report.

*Children's Service*

No report.

*Archives*

No report.

*Circulation Services*

No report.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Urbana Adult Education will no longer be offering Community Education courses. Deb solicited Board opinion on whether the library should consider sponsoring or co-sponsoring these classes. After discussion, it was the consensus of the Board that the library should not assume responsibility for continuing this service but that the library might consider some of the more popular course offerings for future library programming.

**ADJOURNMENT**

The meeting was adjourned at 9:30 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of November 13, 2012.