

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, December 11, 2012**

Present: Mary Ellen Farrell, Anh Ha Ho, Eric Jakobsson, Anna Merritt, Mark Netter, Beth Scheid, and Jane Williams

Absent: Scott Bennett and Chris Scherer

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on December 11, 2012. The meeting was called to order by the president, Mary Ellen Farrell, at 7:35 p.m.

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

#### **PETITIONS AND COMMUNICATIONS**

*Public comment*

None.

*Presentations*

None.

#### **ITEMS FOR ACTION OR DISCUSSION**

*Building and Grounds*

None.

*Technology*

None.

*Finance*

After discussion, it was moved by Beth Scheid, seconded by Jane Williams, and passed unanimously to accept the December budget revisions as presented.

The Board considered items for inclusion in the Five-Year Financial Plan. The Board requested a draft plan that includes cost estimates for implementation of the 2008 salary survey, an

increased materials budget, purchase and installation of RFID technology, and an increased programming budget. .

There was an explanation of bills vs. payroll expenses for newer Board members.

### *Policy*

After discussion, it was moved by Mark Netter, seconded by Eric Jakobsson, and passed unanimously to accept the Circulation Policy with discussed revisions.

It was moved by Anna Merritt, seconded by Beth Scheid, and passed unanimously to accept the Photocopy Policy revisions as mailed.

There was discussion about the Finance Policy. Deb will incorporate suggestions and bring the policy to the January Board meeting for approval.

### *Education and Training*

None.

### *Strategic Planning*

Deb reported that twelve people have accepted appointments to the Community Strategic Planning Committee. There was discussion about the best way to fill the remaining positions.

## **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**

None.

**ADJOURNMENT**

The meeting was adjourned at 9:15 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of December 11, 2012.