

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, January 8, 2013**

Present: Scott Bennett, Anh Ha Ho, Eric Jakobsson, Anna Merritt, Mark Netter,  
Beth Scheid, Chris Scherer, and Jane Williams

Absent: Mary Ellen Farrell

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on January 8, 2013. The meeting was called to order by the vice-president, Chris Scherer, at 7:33 p.m.

It was moved by Beth Scheid, seconded by Jane Williams, 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***

The Board discussed items for inclusion in the Five Year Financial Plan. The Board suggested separating general fund items from long-term capital items. The Board also recommended an executive summary with the brief list followed by detail on each item on subsequent pages. The revised plan will return for Board approval and will be included with the library's budget packet to Council this spring.

### *Policy*

Anna Merritt suggested a minor rewording to the proposed Finance Policy revision. It was moved by Beth Scheid, seconded by Mark Netter, and passed unanimously that the Finance Policy be approved with Anna's rewording.

The library's staff technology committee suggested three additional changes to the Computer and Internet Access Policy revision discussed by the Board at their October meeting. It was moved by Anna Merritt, seconded by Scott Bennett, and passed unanimously that the Computer and Internet Access Policy be approved with the additional suggested changes.

Chris Scherer noted that the closure for the annual Staff In-Service was not included in the list of days the library is closed. It was moved by Jane Williams, seconded by Eric Jakobsson, and passed unanimously that the Hours of Service Policy be approved with the addition of the Presidents' Day closure.

It was moved by Eric Jakobsson, seconded by Scott Bennett, and passed unanimously that the Reference and Reader's Advisory Policy be approved as presented.

An Ad Hoc committee of Jane Williams and Scott Bennett was formed to look into the Security Cameras Policy and related issues.

### *Education and Training*

None.

### *Strategic Planning*

The Board discussed constituencies to fill the remaining slots on the library's Community Strategic Planning Committee. It was the consensus of the Board that Deb should fill the remaining positions if possible and otherwise proceed with the participants who have already committed.

## **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*

Deb reported that the library received a check for \$100,000 from the estate of Elizabeth Alexander. It was suggested that the Board discuss a transfer of the donation to the Foundation for property acquisitions or future expansion. This item will return to the Board in February.

### *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 9:00 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of January 8, 2013.