

**The Urbana Free Library Board of Trustees
Minutes of a Special Meeting
Held on Tuesday, February 26, 2013**

Present: Mary Ellen Farrell, Eric Jakobsson, Anna Merritt, Mark Netter, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Scott Bennett, Anh Ha Ho

Staff present: Dawn Cassady, Lora Fegley, Debra Lissak, Anne Phillips, Anke Voss.

Also present: Abigail Sackmann

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on February 26, 2013, for a special meeting related to planning activities. The meeting was called to order by the president, Mary Ellen Farrell, at 7:35 p.m.

PETITIONS AND COMMUNICATIONS

Public comment

None.

ITEMS FOR ACTION OR DISCUSSION

Note : The special meeting was held for specific topics related to planning activities.

Finance

It was moved by Mark Netter, seconded by Anna Merritt, and passed unanimously to accept the Champaign County Regional Planning Commission proposal for a comprehensive traffic study at the library. The study is related to the development of the Library Campus Master Plan. The Board directed Deb to include the addition of funds in the March budget revision, broadening the non-recurring line item set up for the Strategic Plan to include all planning-related costs.

The Board reviewed the planned elements of the request for proposal (RFP) for an RFID system. It was the consensus of the Board that library staff could proceed with the RFP without further Board review.

Deb alerted the Board that the proposed City timetable for the budget process would require passage of a FY 2013/2014 budget request at the next Board meeting on March 19, 2013. Due to union negotiations, there is no cost-of-living adjustment projected at this time. Deb will draft a budget that includes the health insurance increase, longevity steps, some additional materials increase, and restoration of the half-time position vacant since FY2011.

Strategic Planning

The Board reviewed the preliminary service responses forwarded by the Community Strategic Planning Committee and the staff SWOT analysis for those service responses.

ADJOURNMENT

The meeting was adjourned at 9:17 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of February 26, 2013.