

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, November 10, 2015**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on November 10 2015. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

**OATH OF OFFICE**

Beth Scheid swore in the Library's newest Board member, Michael Weissman.

**ATTENDANCE**

Present: Geoff Bant, Anh Ha Ho, Anna Merritt, Mark Netter, Beth Scheid, Chris Scherer, Michael Weissman, and Jane Williams

Absent: Bill Brown

Staff present: Becky Brown, Celeste Choate, Lora Fegley, M.C. Neal, Mary Towner, Anke Voss, and Kathy Wicks

Others present: Al Kagan, Kerry-Ann Lombela, and Ericka Tuell

**ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA**

Anna Merritt added the Memorandum of Understanding between the Friends of the Library and the Library Board to the Reports of Liaison Officers section of the agenda.

**APPROVAL OF THE AGENDA**

It was moved by Beth Scheid, seconded by Mark Netter, and approved unanimously to accept the agenda as modified.

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

M. C. Neal presented Standards Chapter Review: "Technology" of *Serving Our Public 3.0: Standard for Illinois Public Libraries*, 2014. The Library meets 16 of the 19 standards on the checklist. Two standards have do to with ADA compliance and will be addressed in the next few months, and the third has to do with e-rate. Discussing one chapter of the *Standards* per year is one of the Per Capita Grant requirements. The

Board had questions about e-rate, ADA compliance, and how to measure a sufficient number of workstations. It was the consensus of the Board that the report felt outdated, and Geoff asked if there were any other standards available. The Library is also using the Edge Assessment.

Lora Fegley reported to the Board the many ways that the Library is advancing literacy in our community. The Summer Reading program included all ages, from birth through adults, and had a good completion rate this summer. The Library began participating in the “1000 Books Before Kindergarten” to help children in Urbana. The Urbana School District #116 shared with Lora that 33% of children starting kindergarten are not adequately prepared for school. There was discussion about how to reach out to the families that don’t come to the Library. The Library is reaching out to daycares and other places to encourage participation in these literacy efforts and the Library makes an effort to get books into homes with Summer Reading and 1,000 Books Before Kindergarten. The free books for both programs are funded by the Friends of The Urbana Free Library.

#### **ACTION ITEMS (CONSENT AGENDA)**

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

#### **ACTION ITEMS (INDIVIDUAL)**

It was moved by Beth Scheid, seconded by Jane Williams, and passed unanimously to approve the Technology Plan FY16-FY18 as presented.

It was moved by Anna Merritt, seconded by Jane Williams, and passed unanimously to approve the Library Collection Management Policy as presented. Michael Weissman asked about the wording change at the top of page 2, which changes the delegation for the collection from professional staff to staff in general. Celeste Choate explained that clerical staff have become involved in various aspects of the collection, and the wording change reflects the use of the talents of all staff.

It was moved by Beth Scheid, seconded by Mark Netter, and passed unanimously to approve the Children’s Services Collection Management Policy as presented.

It was moved by Anna Merritt, seconded by Jane Williams, and passed unanimously to approve the Adult Services Collection Management Policy as presented. Michael Weissman asked about using publication dates as a weeding criteria. Celeste Choate explained that publication date is useful for weeding of non-fiction material that becomes outdated, such as computer manuals and medical books.

It was moved by Mark Netter, seconded by Jane Williams, and passed unanimously to approve the Archives Collection Management Policy as presented.

### **DISCUSSION ITEMS**

The Board discussed the updated Circulation and Interloan Policy. Chris Scherer asked whether a Champaign item is checked in or not before it is returned to Champaign. Anh Ha Ho asked if Champaign items can be renewed at Urbana. Beth Scheid and Anna Merritt both liked the increase in the number of renewals.

The Board had no questions about the updated Travel and Training Policy.

The Board acknowledge that even though the Board By-laws had been voted on in October, the changes to add a secretary *pro-tempore* and the wording change for removal for cause were necessary updates.

All three items will be on the December agenda as action items.

### **REPORTS OF LIAISON OFFICERS**

#### *Friends of the Library*

Anna Merritt reminded the Board of the November book sale: November 19 through November 23. Since 1980, the Friends' book sales have raised over \$380,000.

Anna reformatted the Memorandum of Understanding provided by the Friends Board to the Library Board to make it easier to read. The Friends of the Library have approved the content and will be voting on the document as a whole at their next meeting. The Memorandum will be on the Library Board December agenda as an action item.

#### *The Urbana Free Library Foundation*

Celeste Choate reported that the Foundation discussed three topics at their last meeting. The first was asking current Foundation Board members to each bring the name of a potential member to the next meeting. The second was the fall appeal letter. The third was fundraising for facilities concerns.

#### *Illinois Heartland Library System*

Geoff Bant reported he is on the Personnel and Facilities committees, and IHLS is discussing hiring policies and property disposal policies. The IHLS budget is also under discussion, since IHLS has not received any state funds yet since there is no State budget.

## **REPORTS OF ADMINISTRATIVE STAFF**

### *Executive Director*

Celeste Choate reported that one of the Illinois Library Association Conference highlights was a presentation by Kip Kolkmeier, a lobbyist for ILA. He reported that the State still doesn't have a firm date for a final budget, and it may well be months before there is one. State budget issues affect the City of Urbana and the Library. The Admin team is looking for other ways in the budget to fund staff raises, because the Per Capita Grant of \$52,000 has not been received and may not be received this fiscal year. The City has requested the amount in the levy needed to fund the budget the City Council approved for the Library for FY16. The Library's fiscal year includes parts of two levy years.

Ameren has changed the way gas therms are allotted to the City of Urbana. Since the Library was a part of the original plan, the City and Library are negotiating how the new plan affects each party. One of the discussions that has come from this is ways to make the Library more energy efficient. The City of Urbana has reached out to the Library to investigate ways to help make HVAC system and the older Library windows more energy efficient.

### *Associate Director*

Beth Scheid asked Kathy Wicks about the dollar amounts on the Needs Assessment Survey. Dollar amounts did not have to be exact and are best estimates.

### *Archives*

Anke Voss was asked if the Library had heard anything further about receiving materials from the closing of the Octave Chanute Aerospace Museum. She replied that the Library has been involved in discussions about materials, but there are two issues. The first is the need to sort out and identify what material is archival. The second is that material is under quarantine at the moment because of asbestos.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

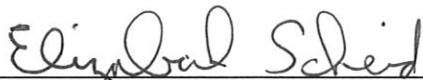
None.

## **ADJOURNMENT**

It was moved by Beth Scheid and seconded by Jane Williams to adjourn at 8:12 p.m.



Becky Brown, Recorder



Elizabeth Scheid, Secretary

Date Approved: 12 / 8 / 15

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of November 10, 2015.