

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, December 8, 2015**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on December 8, 2015. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

ATTENDANCE

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

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Lora Fegley, Mary Towner, Anke Voss, Kathy Wicks, Caleb Wilson, and Lisa Wilson

Also present: Al Kagan, Kerry-Ann Lombela, and Simon Rosenzweig

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVAL OF THE AGENDA

It was moved by Anh Ha Ho, seconded by Jane Williams, and passed unanimously to approve the agenda as presented.

PUBLIC COMMENT

None.

PRESENTATIONS

None.

ACTION ITEMS (CONSENT AGENDA)

It was moved by Michael Weissman, seconded by Beth Scheid, and passed unanimously to approve the minutes of the November 10, 2015 Board of Trustees meeting.

It was moved by Anna Merritt, seconded by Mark Netter, and passed unanimously to approve the bills and payrolls as presented in the consent agenda.

ACTION ITEMS (INDIVIDUAL)

It was moved by Jane Williams, seconded by Michael Weissman, and passed unanimously to approve the FY'16 Budget Amendments as presented.

It was moved by Beth Scheid, seconded by Anh Ha Ho, and passed unanimously to approve the Memorandum of Understanding as presented.

It was moved by Anna Merritt, seconded by Jane Williams, and passed unanimously to approve the Circulation and Interlibrary Loan Policy as presented.

It was moved by Michael Weissman, seconded by Anna Merritt, and passed unanimously to approve the Travel and Training Policy as presented.

It was moved by Beth Scheid, seconded by Mark Netter, and passed unanimously to approve the Bylaws of the Board of Trustees as presented.

DISCUSSION ITEMS

The Board discussed various ways to handle closed session minutes. It was the consensus of the Board that they would prefer discuss the minutes in a closed session. When they move back into Open Session, they will vote on whether to approve minutes or not and whether to open closed session minutes or not.

The Board discussed the Nepotism Policy and will vote on it at the January 2016 meeting.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The November book sale raised \$4717.95. The next Friends' meeting will be in March.

Bill Brown asked if the Friends of the Library are responsible for grounds upkeep. Celeste answered that the Friends gave the library \$500 for supplies, but the actual work is done by volunteers. Simon Rosenzweig explained that the original landscaping was done right after the expansion ten years ago, and some plantings are reaching the end of their life spans.

The Urbana Free Library Foundation

Celeste reported that the fall campaign has raised a little more than \$10,000 so far. Funds raised will help with capital expenses, like rebuilding the Race Street porch.

Illinois Heartland Library System

Geoff Bant reported that IHLS is discussing hiring policies and budget concerns.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Celeste invited the Board to join other library Board Trustees, library directors, and legislators at the Illinois Library Association luncheon in Bloomington on February 19, 2016.

Matt Metcalf participated in the Children's Department *Polar Express* program by reading the book *The Polar Express*. One hundred people attended the popular event, and the children wrote letters to Santa.

Over the past five years the library has used 38.5% of the gas therms allotted to the City by Ameren. Ameren is no longer allotting free gas therms, but gave the City a payment of \$86,625 to be used for gas expenses. The City is giving the library 38.5% of the payment, around \$33,000. The library will reimburse the City for gas that has already been billed and paid by the City and then start paying Ameren directly for gas expenses.

Associate Director

Kathy told the Board about the energy audit in 2008. There was discussion about when the HVAC turns off at night and comes back on in the mornings. There was discussion about the need to keep the temperature and humidity more constant in the Archives.

Adult Services

There will be changes in staffing in the Adult Services that will have budget line implications within the department. Administration is talking with everyone in the department, and anyone else who is interested, to gather ideas about possible staffing arrangements.

Children's Service

No further report.

Archives

Archives has a new exhibit about Cunningham Children's Home in the display case outside of the department.

Circulation Services

No further report.

UNFINISHED BUSINESS


None.

NEW BUSINESS

None.

ADJOURNMENT

It was moved by Michael Weissman and seconded by Jane Williams to adjourn at 7:35 p.m.


Becky Brown, Recorder


Elizabeth Scheid, Secretary

Date Approved: 1/12/16

This meeting was taped for later broadcast on cable television.

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