

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, November 13, 2018

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, November 13, 2018. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

ATTENDANCE

Present: Geoff Bant, Barb Bennett, Barbara Jones, Beth Scheid, Chris Scherer, John Thies (by phone), Michael Weissman, and Jane Williams

Absent: Jared Miller

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Lynn Harmon, Drew Kenton, and Anke Voss

Also present: Corky Emberson, Elsie Hedgspeth, and Ayesha Mehta

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

It was moved by Barbara Jones, seconded by Barb Bennett, and passed unanimously to move Action Item 9.1, Resolution 2018-18 up on the agenda before Public Comments.

APPROVE THE AGENDA

It was moved by Beth Scheid, seconded by Jane Williams, and passed unanimously to approve the agenda as amended.

CALL FOR EXECUTIVE SESSION

None.

ACTION ITEM 9.1

The Board unanimously passed Resolution 2018-18 to thank Lynn Harmon for her years of service to The Urbana Free Library. Lynn will retire from the Library this month.

PUBLIC COMMENT

Dawn Cassady introduced the Drew Kenton, the new IT Manager, to the Board. Drew gave the Board a brief history of places he has worked.

PRESENTATIONS

Anke Voss passed out a flyer and informed the Board of the Illinois Veteran's History Project. Secretary of State, Jesse White, and the Library of Congress Veterans History Project are working together, along with libraries, to create permanent records of the names and stories of Illinois war veterans and civilians who served the country during war time. The flyer included a website that instructs people on how they can add their stories to the collection. The Archives

staff are very interested in participating in this project with the hopes of enriching the Chanute collection.

Rachel Fuller gave a presentation covering chapter 8 from *Serving Our Public 3.0: Standards for Illinois Public Libraries*, to meet the current Per Capita Grant requirement. Chapter 8 discusses reference and reader's advisory standards. Rachel organized the standards into two categories, libraries as institutions and library staff. She explained the standards for both categories and how the Library is meeting these.

Corky Emberson and Elsie Hedgspeth, from the Urbana Park District, shared the Park District's report on the underserved communities in Urbana. They explained how this report shaped their Strategic Planning. They have sought out champions in the underserved communities and worked with these individuals to create bonds within these communities. Programming based on the Strategic Plan has been successful in reaching out to the underserved communities. The Library has and will continue to partner with the Park District to explore ways to best serve Urbana citizens.

ACTION ITEMS (CONSENT AGENDA)

It was moved by Michael Weissman, seconded by Barbara Jones, and passed unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Michael Weissman, seconded by Barbara Jones, and passed unanimously to not give the City of Urbana a notice for possession of the Marro building. There was some discussion about the environmental impact, since the property had once been a gas station.

DISCUSSION ITEMS

The Board expressed their approval of the re-wording of the Draft Workplace Violence Policy. They will vote on the policy at the January meeting.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The book sale will be from November 15 through November 19.

The Urbana Free Library Foundation

The Foundation's annual mailing has a new look and will be going out before Thanksgiving.

Illinois Heartland Library System

Geoff Bant reported that Heartland met in Champaign recently. Money is still coming in slowly, and Heartland is still hiring. There has been some work on the process of electing officers.

ADMINISTRATIVE REPORTS

Celeste Choate congratulated Rachel Fuller on being asked to serve as Chair for the IHLS Nominating Committee for the 2018-2019 term.

Celeste and Rachel showed the Board a couple of the items from the Library's new Children's Developmental Toys collection. This collection features items specifically designed for children ages three months through two years, and can be checked out as "kits" in clear backpacks. Each kit allows a child to learn through play, repetition, and engagement with a variety of colors, textures, and/or sounds. Library staff are excited to present this collection to the community.

At a previous meeting, the Board had inquired about volunteer activities. Celeste printed out a couple of months of volunteer activities to share with the Board.

Anke Voss gave an update on the porch repair. English Brothers has been shoring up the porch and removing the mortar and railing on the north side of the porch. At some point, the Race Street entrance will be temporarily closed. It is anticipated that the repairs will be finished by the end of December.

Dawn Cassady informed the Board that they are to review chapters 6 through 10 of the *Trustees Facts File* to meet the State Library's Per Capita requirements. The Board will not be required to discuss the chapters, which is a change from last year's requirements. Dawn put together a checklist of the chapters for the Board to check off as they complete each chapter. There is also an educational requirement for one Board member to watch a webinar about reaching disabled individuals, and Michael Weissman has already completed that section. Dawn supplied links for any other Board members who may wish to watch webinars which would meet the requirement.

Anke Voss told the Board that Reliable is scheduled to replace one of the Webber building furnaces and air conditioning units on November 26 through November 28.

BOARD PRESIDENT REPORT

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

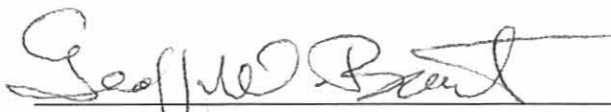
None.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m.



Becky Brown, Recorder



Geoffrey Bant, Secretary/Treasurer

Date Approved: December 11, 2018

Supplementary information is available in the Board packet of November 13, 2018.
This meeting was taped for later broadcast on cable television.