

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, July 8, 2014**

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

Absent: Bill Brown and Mary Ellen Farrell

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Lora Fegley, Mary Towner, and Kathy Wicks

Also present: Jason Liggett and Dennis Roberts

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on July 8, 2014. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

It was moved by Mark Netter, seconded by Jane Williams, and passed unanimously to accept the consent agenda as presented.

PETITIONS AND COMMUNICATIONS

Public comment

None.

Presentations

Celeste Choate made a presentation to the Board about the library's audit process. The City's FY'13 audit was approved by City Council and posted to the City's website. The library has linked to that site on its Your Right to Know page.

Celeste explained the change to financial laws with the Clarity Project has been initiated to make audits clearer. Under the new Clarity Project, the library received an adverse opinion, because the library audit does not present fairly the financial position of the City of Urbana. Kevin Schenke, from this year's audit accounting firm Baker, Tilly, Virchow, Krause LLP, explained an adverse opinion is not a bad thing, just a fact that is listed. The library audit is not meant to present the financial position of the City of Urbana. Kevin explained that the audit's unmodified opinion showed that everything was as it should be and fairly represented for the library.

In the past, the Foundation was audited along with the library and was included in the library's audit as a special fund. Celeste explained to Kevin that the Foundation is a separate entity from the library with their own bookkeeping and accounting.

Kevin had some initial suggestions for the library, one of which was creating a Policy of Ethical Behavior. As the library begins the process of reviewing policies, this suggestion will be incorporated into the policies. Also, in response to Kevin's suggestions, Celeste will be looking at ways to simplify the financial reporting to the Board to make it more understandable and less cumbersome. There was discussion about what the Board would like to see and ways to display information.

ITEMS FOR ACTION OR DISCUSSION

Building and Grounds

None.

Technology

None.

Finance

It was moved by Mark Netter, seconded by Beth Scheid, and passed unanimously to approve the June FY'14 budget revisions as presented.

After Celeste Choate explained the FY'15 budget revisions, it was moved by Anna Merritt, seconded by Scott Bennett, and passed unanimously to approve the FY'15 budget revisions as presented.

Policy

It was moved Beth Scheid, seconded by Mark Netter, and passed unanimously to accept the Hours of Service policy revisions as presented. Now that the policy revision has been passed, the Archives Department will be open until 9:00 p.m. every Wednesday starting in September. There was discussion about ways to publicize this service.

Education and Training

None.

Strategic Planning

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

Celeste Choate is pursuing a written agreement between the Foundation and the library regarding the Webber property. The library will be paying the annual interest on the mortgage, and the Foundation will pay off the principal.

Illinois Heartland Library System

Jane Williams reported that Lincoln Trail Libraries System is still trying to get a quorum regarding an outstanding property issue.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

No further report.

Associate Director

Chris Scherer asked about The Edge informational webinar. Kathy Wicks will send the link to the Board.

Anna Merritt missed the June meeting, so she took a moment to congratulate Kathy Wicks on being chosen as one of forty participants in the American Library Associate Leadership Institute training.

Acquisitions Services

Anna Merritt had a question about a phrase Keran Harrington used in her report about “books that are never new.” Celeste Choate explained that some books do not go to the new book shelves, but are shelved in their category upon acquisition.

Adult Services

Beth Scheid had a question about DCEO grant Martin Wolske received in partnership with The Urbana Free Library. Mary Towner explained that the library will be one of five sites where patrons can come get hands on training to help them accomplish their computer learning goals.

Anna Merritt commented on Mary Towner’s report of 26 incidents in June. Scott Bennett asked if there is anything that staff feel like they need to help them address situations that come up. Mary Towner answered with some things that staff are doing. The patron incident committee is working on possible responses to situations. They are also considering asking Lt. Sanders to do more workshops on how to deal with problem behaviors. Staff are utilizing the 30-30-30 walk around procedure. Better lighting on the front porch is also being explored.

Mary Towner informed the Board that since Adult Services has started charging for notary services on July 1st, they have had 70 transactions for 101 notary payments, which seems to be comparable to service before they started charging.

Children’s Service

Chris Scherer asked about Furball, the hamster. Lora Fegley told stories about how Furball is charming the Children’s Department.

Archives

Chris Scherer asked about the Archive’s website payment function. Kathy Wicks has a couple more questions that need answering, once Anke Voss gets back from vacation.

Circulation Services

Beth Scheid was pleased to read that Bibliotheca replaced the self-check kiosk antennas without charge.

UNFINISHED BUSINESS

Chris Scherer asked the Board for volunteers to write up a mid-year review for Celeste Choate. Jane Williams volunteered to work on this. Celeste reminded the Board that there will need to be a formal process in place by March 2015. There was discussion about the differences and similarities between Celeste's job evaluation and evaluating goals for the library.

NEW BUSINESS

Kathy Wicks explained that there are two requirements for the Board as a part of the Per Capita report. Celeste Choate provided chapter 7 from "Serving Our Public Standards" to the Board for their review in the July Board packet. There will be information for the second requirement given at the September meeting.

Kathy Wicks is also working on the Illinois Public Library Annual Report, which is due at the end of August. She is waiting for financial information from the end of the FY 2014 reports.

ADJOURNMENT

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

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of July 8, 2014.