

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, August 12, 2014**

Present: Bill Brown, Mary Ellen Farrell, Anh Ha Ho, Anna Merritt, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Scott Bennett and Mark Netter

Staff present: Becky Brown, Celeste Choate, Lora Fegley, and Mary Towner

Also present: Crofton Coleman and Carol McCusick

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on August 12, 2014. The meeting was called to order by the president, Chris Scherer, at 7:03 p.m.

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

PETITIONS AND COMMUNICATIONS

Public comment

Carol McCusick had comments about library newspapers and Boards and Commissions ordinance rules.

Presentations

None.

ITEMS FOR ACTION OR DISCUSSION

Building and Grounds

None.

Technology

None.

Finance

It was moved by Beth Scheid, seconded by Mary Ellen Farrell, and passed unanimously to approve the FY 2012/2013 post-audit budgets as presented.

Policy

Chris Scherer asked for an update on the library Policy Manual. Celeste Choate explained that various staff members are working on policies. Several policies will be ready for Board discussion at the September meeting and Board approval at the October meeting. Others will be presented for discussion at the October meeting.

Also, the plan is to have a staff handbook approved by the Board by January, so it may be presented to staff before the February staff in-service day.

Staff Evaluations will occur this fall, also.

Education and Training

Kathy Wicks is currently attending the American Library Associate Leadership Institute training.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends meeting on August 6 was focused on the upcoming book sale. The August sale will be held during the same weekend as the Sweet Corn Festival. The Friends sent letters to members reminding them of the sale. The letters also had membership expiration dates, which has resulted in several renewals.

The Urbana Free Library Foundation

The Foundation will meet on September 11, 2014. They are experimenting with meeting at noon instead of an evening meeting.

Illinois Heartland Library System

Jane Williams reported that IHLS/Lincoln Trail was able to get the needed quorum and resolved the outstanding property issue.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Celeste Choate clarified that she and Becky Brown had met with Rich Hentschel on July 31, 2014 not July 31, 2013.

Beth Scheid expressed concern about missing Celeste's and Kathy Wicks's interview with Sean Powers from WILL. Celeste reassured her that the interview had not yet been aired, and that she will inform the Board when she gets a date.

Associate Director

No further report.

Adult Services

No further report.

Children's Service

Lora Fegley reported that Furball, the hamster, is continuing to charm the Children's Department patrons.

There was a question about whether the temperate summer weather has helped or hindered traffic in the Children's Department. Lora said that she had noticed some beautiful Saturdays were a little quieter than usual.

Archives

No further report.

Circulation Services

Bill Brown asked about card applications at the centralized school registration. The library issued a number of cards during the three days. There was discussion about the percentage of the school population that lives outside of the Urbana city limits and possible ways to serve them.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

At 7:26 p.m., it was moved by Jane Williams, seconded by Bill Brown, and approved by roll call vote to move into closed session to discuss property pursuant to 5 ILCS 120/2 (c)(5) and personnel pursuant to 5 ILCS 120/2 (c)(1).

At 7:55 p.m., it was moved by Anna Merritt, seconded by Mary Ellen Farrell, and approved by roll call vote to move back into open session.

ADJOURNMENT

It was moved by Jane Williams and seconded by Anh Ha Ho to adjourn at 7:56 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of August 12, 2014.