

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, September 9, 2014**

Present: Scott Bennett, Bill Brown, Mark Netter, Beth Scheid, Chris Scherer,  
and Jane Williams

Absent: Mary Ellen Farrell, Anh Ha Ho, and Anna Merritt

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

Also present: Joe Coyle, Jordan Fogerson, and Corrie Proksa

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on September 9, 2014. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

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

## **PETITIONS AND COMMUNICATIONS**

### ***Public comment***

None.

### ***Presentations***

Lora Fegley presented on the Summer Reading programs for children, teens and adults.

Joe Coyle presented on the successful partnership this summer between the Library and the Champaign County Juvenile Detention Center to encourage kids in the Detention Center to read. He read a testimonial from one of the youth. The kids were very happy to receive books for their own personal libraries for participating in Summer Reading.

## **ITEMS FOR ACTION OR DISCUSSION**

### ***Building and Grounds***

None.

### ***Technology***

Jane Williams asked the status of the hiring for the Manager of Information and Technology vacancy. Kathy Wicks reported that staff were preparing for interviews.

*Finance*

No report.

*Policy*

After discussion, it was moved by Scott Bennett, seconded by Jane Williams, and passed unanimously to accept the changes to the Auditorium Use Policy as presented to update the factual parts of the policy. The policy will be reviewed more thoroughly at a future date and presented to the Board again.

There was discussion about the fact that the Board and library employees are governed by the City Officials and Employees Ethics and Political Activity ordinance. Staff have been asked to read this policy and report to their supervisors when they have read it. Per the Director's report, other places where ethics are delineated were discussed.

*Education and Training*

No report.

**REPORTS OF LIAISON OFFICERS**

*Friends of the Library*

The book sale had fewer books to sell, but the plus side was that the Friends were able to quickly pack up the few leftovers in forty minutes.

The Herb Society has come to the Friends to ask for help with maintaining the Library gardens

*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*

No report.

**REPORTS OF ADMINISTRATIVE STAFF**

*Executive Director*

No further report.

*Associate Director*

Kathy Wicks reported that the week at the American Library Associate Leadership Institute training was intense and very valuable. She has already started using some of the things she learned.

*Adult Services*

Mary Towner reported that asking people to pay for notary services has not slowed down the use of the service.

Chris Scherer asked about the visits Mary Towner makes to Clark Lindsey Village. Celeste Choate commented that she regularly receives compliments about Mary's work at Clark Lindsey.

#### *Children's Service*

Chris Scherer asked Lora Fegley about the impact of the most recent outreach programs. Lora explained that most of the August outreach was for awareness. The USD#116 Teacher Orientation program was helpful to educate teachers about the Library's services.

After Beth Scheid asked, Lora Fegley explained the services of the Birth to 6 Council.

#### *Archives*

No further report.

#### *Circulation Services*

Beth Scheid asked Dawn Cassady about the IHLS delivery reduction. Dawn explained that the library is participating in the count program. With the new delivery schedule, the library deliveries are now arriving between noon and 2:00 p.m. rather than first thing in the morning.

### **UNFINISHED BUSINESS**

In July, the Board was sent chapter 7, *Collection Management and Resource Sharing* from the *Serving Our Public Standards* to review as one of the requirements for the Per Capita Grant. Celeste Choate gave a brief summary of the chapter and how the Library is meeting the required standards. Details are included in the Board packet.

### **NEW BUSINESS**

It was moved by Mark Netter, seconded by Beth Scheid, and passed unanimously to accept RESOLUTION NO. 2014-02 Busey Bank safe deposit resolution as presented.

It was moved by Bill Brown, seconded by Mark Netter, and passed unanimously to accept RESOLUTION NO. 2014-01 thanking Scott Bennett for his service to the Board.

A requirement in this year's Per Capita Grant is that members of the Board analyze the library's current budget and the library's Environmental Scan. The Board has reviewed the current budget several times since April. Celeste Choate asked if anyone on the Board had concerns or questions that she should address in the report. The Board had none.

Chris Scherer appointed Mark Netter and Beth Scheid to be part of an Ad Hoc committee to look at the library's finances. This committee will provide assistance until July 1, 2015 as the library goes through the annual audit and the budget process.

**ADJOURNMENT**

It was moved by Scott Bennett and seconded by Beth Scheid to adjourn at 8:05 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of September 9, 2014.