

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, February 10, 2015

Present: Geoff Bant, Bill Brown, Mary Ellen Farrell, Anh Ha Ho, Anna Merritt, Mark Netter, Beth Scheid, Chris Scherer, 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: Crofton Coleman

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on February 10, 2015. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

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

PETITIONS AND COMMUNICATIONS

Public comment

None.

Presentations

None.

ITEMS FOR ACTION OR DISCUSSION

Building and Grounds

No report.

Technology

Kathy Wicks reported that IT now has a practicum student, Alexa Weidinger. She will help M.C. Neal set up the domain server. Mark Netter asked if the library computers were using Windows 7, and if M.C. was anticipating the release of Windows 10. Kathy explained that staff computers are using Windows 7, and once M.C. gets the domain server set up, the computer lab will be switched over. There have been conversations with M.C. about Windows 10.

Finance

Celeste Choate informed the Board that Elizabeth Hannan sent out a schedule outlining the time frame for preparing the budget for next fiscal year. The library will offer a budget to the

Board at the April Board meeting, and Celeste is scheduled to meet with the City later that month.

Chris Scherer asked if the FY'14 audit is finished. It is not, partly due to turnover in the auditor's company.

Geoff Bant asked about the interest free loan that Celeste and the City are negotiating. Celeste explained that there is the potential for the fund balance to get too low before property taxes are received in June. She and Elizabeth are working out the details on an interest free loan now, before the need arises, so that if the Library does need funds before the June property tax disbursement, the mechanism is already in place to make it happen.

Policy

It was moved by Jane Williams, seconded by Mark Netter, and passed unanimously to accept the Rules of Behavior policy as presented. Bill Brown pointed out that the City does not have a policy against soliciting, so staff need to be aware of the difference between City and Library property. The new simplified policy will make it easier for staff to hand out copies to patrons who are in violation of policy.

There was discussion about other new policies presented to the Board.

Jane Williams asked that staff receive a list of possible behaviors, either in the Documented Counseling Policy or the staff handbook, which would start the Documented Counseling process. Mel Farrell emphasized the difference between performance issues and discipline issues. Geoff Bant asked for clarification as to whether there would be conversations with an employee about behavior issues before the Documented Counseling process would start. He approved of using the word counseling in the policy title rather than discipline.

Mark Netter and Geoff Bant asked if exempt employees must take the half hour break as written in the Schedules Policy. Celeste said that they do not, and that correct wording will be added to the policy.

In response to the Travel and Training Policy, Mel Farrell urged Board members to take advantage of training available to Board Trustees. There is money budgeted for training opportunities. Anna Merritt remarked that she would like to have another Board orientation, now that she knows what questions to ask. Celeste will send out some possible dates to the Board to schedule a time.

The library has followed the Equal Opportunity Employer policy, but did not have a formal written policy. The one presented follows the City's policy.

The Emergency Closing policy was part of another policy and has been reworked to be a separate policy. One change Celeste pointed out was that if the library closes while there are hourly staff working a shift, the hourly staff will be paid as if they had finished out the scheduled shift. There was a question asked and clarification made that if a staff person who receives leave time chooses not to come to work because of weather while the library is open, he

or she is expected to use benefits to make up the deficit in hours, unless his/her supervisor says the Library needs that person to work the hours at another time in the week.

There was discussion about the Grievance Policy and having seven days in which to file a grievance. Celeste commented that the idea was to streamline the policy to move the process along quickly and in a respectful manner. It was the consensus of the Board to change the initial time period to fourteen days.

Education and Training

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends put out the annual Valentine's paperbacks give away.

The Urbana Free Library Foundation

The Foundation has been receiving questions about what will happen to the property on the south east corner. A couple of the Foundation members have responded by offering to let people donate to the Foundation to help with a possible purchase.

The Foundation Board is recruiting new members to fill a couple of vacant spots and have changed the meeting time to noon on Wednesdays to make the meetings easier to attend.

Illinois Heartland Library System

No report.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Geoff Bant asked about News Gazette taking over for C-U News Agency. Celeste Choate explained that although News Gazette was now distributing the papers that were purchased from C-U News Agency, the library had to re-subscribe to receive them.

Associate Director

Bill Brown asked if the Live & Learn Construction grant was a matching fund grant. Kathy Wicks answered that it is, and there is a possibility of receiving a rebate to help fund the library's part.

Beth Scheid asked about grab and go sandwiches at the café. Kathy explained that Public Health has approved the work space for making sandwiches. Staff are now exploring the cost effectiveness of using staff time and purchasing ingredients vs. purchasing prepared sandwiches.

Adult Services

No further report.

Children's Service

No further report.

Archives

Anna Merritt asked about donations to the Archives, including Dan McCollum's collection of papers. She wondered about space. Anke Voss answered that yes the Archives is running out of space. The library is looking at ways to make space in the Tepper building and to utilize space in this building differently.

Circulation Services

Anna Merritt asked about a line in the Acquisition's report that mentioned the missing report. Dawn Cassady explained that materials that can't be found are set to missing, and a report is run for shelvees to use when hunting for these items.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

At 8:10 p.m., it was moved by Bill Brown, seconded by Mark Netter, and approved by roll call vote to go into closed session to discuss property pursuant to 5 ILCS 120/2 (c) (5).

At 8:46 p.m., it was moved by Mark Netter, seconded by Beth Scheid, and approved by roll call vote to go back into open session.

ADJOURNMENT

It was moved by Beth Scheid and seconded by Anna Merritt to adjourn at 8:47 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of February 10, 2015.