

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, May 9, 2017**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on May 9, 2017. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

ATTENDANCE

Present: Geoff Bant, Bill Brown, Barbara Jones, Mark Netter, Beth Scheid, Chris Scherer, Michael Weissman and Jane Williams

Absent: Anna Merritt

Staff present: Sherri Bowser, Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Anke Voss, Kathy Wicks, and Liz Wittrig

Also present: Shauri Gonzalez and Simon Rosenzweig

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

Beth Scheid asked that item 9.4 be removed from the Agenda.

APPROVE THE AGENDA

It was moved by Mark Netter, seconded by Beth Scheid, and passed unanimously to approve the agenda as modified.

CALL FOR EXECUTIVE SESSION

There is an executive session on the agenda.

PUBLIC COMMENT

None.

PRESENTATIONS

Anke Voss, Sherrie Bowser, and Liz Wittrig gave a presentation on the Chanute collection. The Library received 700 linear feet of materials, including 11 file cabinets, 6 map case drawers, 24 boxes of departmental and annual reports, and many photographs and scrapbooks. There was discussion about the politics of the closing and possible contamination of the land within the base. There was also discussion about ways the Archives will share the information and materials with Rantoul. To honor the 100 year anniversary of Chanute, Archives staff created two exhibits. It is planned that these displays will be shown in other locations, including places in Rantoul.

ACTION ITEMS (CONSENT AGENDA)

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

ACTION ITEMS (INDIVIDUAL)

It was moved by Michael Weissman, seconded by Mark Netter, and passed unanimously to approve the annual review and designation of non-resident card fees as presented.

It was moved by Barbara Jones, seconded by Michael Weissman, and passed unanimously to approve the ILLINET/OCLC services program renewal agreement as presented.

Celeste Choate explained that the FY17 budget amendments were to move money from lines that are underspent to lines that are overspent, with net zero change in the budget. One change requested, that was not in the original amendment but was provided in writing, was moving \$3000 out of the Adult Compact Disc line and placing \$1500 into the Adult Downloadables line and \$1500 into the Adult New Collections line. It was moved by Bill Brown, seconded by Barbara Jones, and passed unanimously to approve the budget amendment and the additional change as presented.

It was moved by Beth Scheid, seconded by Barbara Jones, and passed unanimously to approve the Circulation Policy amendments as presented.

It was moved by Barbara Jones, seconded by Mark Netter, and passed unanimously to approve the list of scheduled monthly Board meetings as presented.

DISCUSSION ITEMS

Celeste Choate listed in the May Director's report potential Board discussion topics that she and Barbara Jones considered. The list included ethics, services to immigrants, collection management, technology, makerspaces, advocacy, and literacy. The State of Illinois Per Capita Grants requirements will also provide topics for future discussions. The Board discussed how long discussions should be and ways to implement the discussions. Next month's Board packet will include a tentative timeline for Board discussions and presentations to the Board. Readings were suggested as a possible way to learn more, too.

Bill Brown presented the slate of officers for FY18. The slate is Chris Scherer as President, Mark Netter as Vice-President, Beth Scheid as Secretary/Treasurer, and Anna Merritt as Secretary *pro tempore*. The slate will be voted on at the June 13, 2017 Board meeting.

Celeste explained to the Board that the Intergovernmental Library Agreement was created when the MyMediaMall Consortium was negotiating for e-book rates and realized that there was no governing document between the libraries participating in the consortium. The draft document was created, is being reviewed by the libraries in the consortium, and is included in the Board packet as a first draft.

REPORTS OF LIAISON OFFICERS

Friends of the Library

None

The Urbana Free Library Foundation

None

Illinois Heartland Library System

Geoff Bant reported that IHLS staff are continuing to explore advocacy opportunities. As the staff wait for hoped for revenues, they are having to spend into their reserves. There is concern about how long the reserves will last. The delivery system is paid through ILMS, and those funds may not be available in the future, which will have a negative impact on the delivery system. Libraries may be called upon to pay for the delivery system. Celeste offered to share ways to contact legislators to advocate for the library systems.

ADMINISTRATIVE REPORTS

Celeste Choate reported that the Library received a check for \$300,000 to be used “to establish and equip a low vision reading room.” The bequest may be used for materials, equipment, and a low vision room which could be built in the next expansion. In the future, The Library will be reaching out to see what the community needs are in this area. There was discussion about other institutions that have low vision outreaches.

Celeste shared a comment card which praised staff for being helpful. The writer said “I will be back.” Celeste was pleased to share confirmation of how helpful staff are to patrons.

Celeste also gave a summary of the New American Welcome Center meeting. The goals of advisory committee are to identify needs, develop strategies, oversee implementation of plans, to ensure that Urbana is a welcoming community for all. The group will meet quarterly as a whole, and different people within the group will work on different sub-committees. One way that the Library is already starting to reach out is with ESL conversation groups being set up by Carol Inskeep. Bill Brown asked if there had been an assessment of needs and where the Library would fit in to fill those needs. Celeste answered that process is in the beginning stages, but that the Library fit into several categories in the asset mapping. Champaign Public Library and Mahomet Public Library will be invited to participate, as well as other Champaign County libraries.

Kathy Wicks passed out a hand out of Scott Tess’s talk to the City about the Guaranteed Energy Savings Project. There had been a question at the last meeting about the time frame in which savings should be seen. Kathy was able to clarify that the project savings must pay for the project within 20 years. The Library is investigating a several Facilities projects, which are more security cameras, adding security mirrors, and repainting several places throughout the building.

Kathy informed the Board that Henneman is ready to discuss a staging area and parking for the boiler replacement which is to take place this month.

Rachel Fuller showed the Board a couple of the new Hands-on Science Kits geared towards children that the Library is now offering. These are being funded by a gift from Glenna Spitze to the Foundation.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

At 8:04 p.m. it was moved by Beth Scheid, seconded by Mark Netter, and approved by roll call vote to move into closed session to discuss personnel, pursuant to 5 ILCS 120/2 (c) (1).

Yes votes: Geoff Bant, Bill Brown, Barbara Jones, Mark Netter, Beth Scheid, Chris Scherer, Michael Weissman and Jane Williams

No votes: None.

At 9:53 p.m., it was approved by roll call vote to move back into open session.

Yes votes: Geoff Bant, Bill Brown, Barbara Jones, Mark Netter, Beth Scheid, Chris Scherer, Michael Weissman and Jane Williams

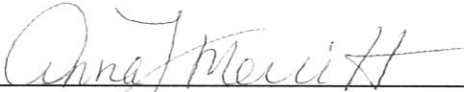
No votes: None.

No further action was taken after the closed session.

ADJOURNMENT

The meeting was adjourned at 9:53 p.m.

Becky Brown, Recorder



Anna Merritt, Secretary *pro tempore*

Date Approved: _____

This meeting was taped for later broadcast on cable television.

Supplementary information is available in the Board packet of May 9, 2017.