

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, July 9, 2019**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, July 9, 2019. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

**OATH OF OFFICE**

Charlie Smyth administered the Oath of Office to Shirese Hursey and Beth Scheid.

**ATTENDANCE**

Present: Shirese Hursey, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, and Jane Williams

Absent: Barb Bennett, Barbara Jones, and Michael Weissman

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, and Amanda Standerfer

Also present: Charlie Smyth and Joey Wright

**ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA**

None.

**APPROVE THE AGENDA**

It was moved by John Thies, seconded by Lupe Mejia, and passed unanimously to approve the agenda as presented.

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

None.

**LIBRARY BOARD STRATEGIC PLANNING**

Celeste Choate gave a brief summary of the Strategic Planning process in the Director's Report. There were a large number of responses to the survey and there is a large amount of information to process. The next Board meeting may be rescheduled to accommodate Board members' schedules.

**ACTION ITEMS (CONSENT AGENDA)**

Being that Chris Scherer asked and saw that there were no requests to separate the items, it was moved by Beth Scheid, seconded by Shirese Hursey, and passed unanimously to approve the consent agenda as presented. Shirese asked questions about what was purchased from a couple

of vendors listed in the bill reports. Celeste explained the purchases and what some of the different general ledger lines represented.

### **ACTION ITEMS (INDIVIDUAL)**

It was moved by John Thies, seconded by Lupe Mejia, and passed unanimously to approve the slate of officers for FY20, Chris Scherer as President, Beth Scheid as Vice-President, Barb Bennett as Secretary/Treasurer, and Barbara Jones as Secretary *pro tempore*.

It was moved by John Thies, seconded by Shirese Hursey, and passed unanimously to appoint Becky Brown and Celeste Choate as the Library's FOIA officers.

It was moved by John Thies, seconded by Lupe Mejia, and passed unanimously to appoint Barbara Jones the Library's Open Meetings Act representative.

It was moved by John Thies, seconded by Beth Scheid, and passed unanimously to approve the revised VI-C Schedules Policy.

It was moved by Beth Scheid, seconded by John Thies, and passed unanimously to approve the revised VI-G Grievances Policy.

It was moved by Lupe Mejia, seconded by Shirese Hursey, and passed unanimously to approve the revised VI-K Nepotism Policy.

It was moved by John Thies, seconded by Beth Scheid, and passed unanimously to approve the FY19 Budget amendment.

It was moved by John Thies, seconded by Beth Scheid to move the August Board meeting from August 13, 2019 to August 15, 2019. After discussion, John Thies withdrew the motion, and Beth Scheid withdrew the second. Becky will send out an email asking for Board members' schedules for August.

### **DISCUSSION ITEMS**

The Board discussed the draft Annual Report to the City Council. John Thies commented that the Library is doing a lot of things. Beth Scheid questioned who is doing follow up reports to the shared grants. Celeste answered that the organization receiving the grant does the follow up report. Chris Scherer encouraged staff to publicize that the Library is now lending more than just books to other libraries.

### **REPORTS OF LIAISON OFFICERS**

#### *Friends of the Library*

The Friends of the Library did not meet in July. They will meet again in August to prepare for the August book sale. Shirese Hursey asked about the Friends book sales on Amazon. Three books have been sold so far.

#### *The Urbana Free Library Foundation*

The Urbana Free Library Foundation will meet July 17.

*Illinois Heartland Library System*

Due to a technical difficulty, report to follow in email.

**ADMINISTRATIVE REPORTS**

Celeste informed the Board that the Library has received \$750,000 from property tax, but still is waiting for about a million dollars. The Library has not needed a loan from the City yet.

The Library is preparing numbers for the IPLAR, and those numbers will also be reported to the Board.

**BOARD PRESIDENT REPORT**

Chris Scherer has asked Barbara Bennett to continue to serve as the Friends of the Library liaison. Chris will continue to serve as the Foundation liaison.

**UNFINISHED BUSINESS**

None.

**CLOSED SESSION**

At 7:36 p.m. it was moved by Shirese Hursey, seconded by John Thies, and passed by roll call vote to move into closed session pursuant to 5 ILCS 120/2 (c) (1) for the purpose of discussing compensation and performance of personnel; pursuant to 5 ILCS 120/2 (c) (21) Section 2.06 for the purpose of approval of closed session meeting minutes and the semi-annual review of closed session minutes; and pursuant to 5 ILCS 120/2 (c) (1)(2) for the purpose of approval of the destruction of verbatim records.

Yes votes: Shirese Hursey, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, and Jane Williams

No votes: None

At 8:50 p.m., it was passed by roll call vote to move back into open session.

Yes votes: Shirese Hursey, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, and Jane Williams

No votes: None

**NEW BUSINESS**

It was moved by John Thies, seconded by Jane Williams, and approved unanimously by Board members that attended the January 8, 2019, meeting to approve the closed session minutes from January 8, 2019.

It was moved by John Thies, seconded by Beth Scheid, and passed unanimously by all Board members to open the closed session minutes from January 8, 2019.

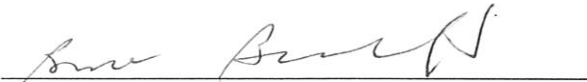
It was moved by Beth Scheid, seconded by Lupe Mejia, and passed unanimously to approve giving Celeste a two percent merit raise, which matches the raise to the wage scale received by staff.

**ADJOURNMENT**

The meeting was adjourned at 8:53 p.m.



Becky Brown, Recorder



Barb Bennett, Secretary/Treasurer

Date Approved: August 13, 2019

Supplementary information is available in the Board packet of July 9, 2019.  
This meeting was taped for later broadcast on cable television.