



NOTICE OF MEETING OF THE URBANA FREE LIBRARY BOARD

A meeting of the Board of Trustees of The Urbana Free Library will be held at 7:00 p.m. on July 14, 2020.

REMOTE MEETING VIA ZOOM

MEETING VIDEO LINK: <https://zoom.us/j/93066436908>

MEETING PHONE NUMBER: 1-312-626-6799

MEETING ID: 930 6643 6908

AGENDA

- 1.0 **Call to Order**
- 2.0 **Remote Attendance.** Pursuant to State Executive Orders which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is suspending the usual ["Electronic Attendance and Voting" section of the Board Bylaws](#), and will allow all Board members to attend this meeting remotely and fully participate remotely.
- 3.0 **Swear in Board Members:** Barbara Jones will swear in Barb Bennett, Chris Scherer, and Jane Williams
- 4.0 **Roll Call/Attendance**
- 5.0 **Additions, Corrections, Modifications of the Agenda**
- 6.0 **Approve the Agenda**
- 7.0 **Public Comment**
- 8.0 **Presentations: Ruth Wyman, President of The Urbana Free Library Foundation**
- 9.0 **Action Items (Consent Agenda)**
 - Board Meeting Minutes of June 9, 2020
 - Payroll for June 19, 2020; total \$98,348.23
 - Payroll for July 3, 2020; total \$100,290.57
 - Bills for June 12, 2020; total \$59,472.29
 - Bills for June 19, 2020; total \$38,735.92
 - Bills for June 26, 2020; total \$34,999.63
 - Bills for June 30, 2020; total \$22,838.66
- 10.0 **Action Items (Individual)**
 - 10.1 Appoint FOIA officers - Rebecca Brown and Celeste Choate
 - 10.2 Appoint Open Meetings Act representative
 - 10.3 Resolution 2020-09 to Enter into an Agreement with CFS, Custom Facility Services, Inc. for Maintenance Services
- 11.0 **Discussion Items**
 - 11.1 Draft Annual Report to City Council per 75 ILCS 5/4-10
- 12.0 **Reports of the Liaison Officer**
 - 12.1 Friends of The Urbana Free Library
 - 12.2 The Urbana Free Library Foundation
 - 12.3 Illinois Heartland Library System
- 13.0 **Administrative Reports**

14.0 Board President Report

- 14.1 Appoint Liaison Officer for the Friends of The Urbana Free Library
- 14.2 Appoint Liaison Officer for The Urbana Free Library Foundation

15.0 Unfinished Business

16.0 New Business

17.0 Adjournment

Persons with disabilities needing special services or accommodations for this meeting should contact the Library Administration at 217-367-4058 or administration@urbanafree.org.

*Due to the Governor's stay-at-home order, The Urbana Free Library's auditorium will be not be open to the public during this Library Board Meeting. For those wishing to provide public input, please email your statement to administration@urbanafree.org by 6:30 pm Tuesday evening July 14, 2020. Your statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.

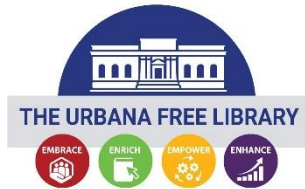
Join Zoom Meeting <https://zoom.us/j/93066436908>
Meeting ID: 930 6643 6908

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Meeting ID: 930 6643 6908
Find your local number: <https://zoom.us/u/a9Tw5bTVQ>
Join by Skype for Business: <https://zoom.us/skype/93066436908>

The next regularly scheduled meeting of the Board of Trustees of The Urbana Free Library will be August 11, 2020, at 7:00 PM.



Public Input and Attending / Viewing of The Urbana Free Library Board Meetings via Zoom

People are welcome to attend and participate in the meeting virtually via Zoom. The Zoom session will be recorded as part of the record.

Additional instructions may be provided by the Chair or host.

Providing Public Comment

Via email:

We ask that if you possibly can, please submit your public comments by email by 6:30 pm Tuesday, July 14, 2020 to administration@urbanafree.org. These will be read per Library Board meeting rules [and time limits in the Board's Bylaws](#). Email sent to this account may be transmitted to all Board members. Email must be received by the start of public comment at the meeting and will only be taken during the public comment portion of the agenda.

Providing Public Comment from a computer browser or the Zoom app on a mobile device:

- The link to join by computer is listed on the agenda.
- You do not need to install software on a computer to use Zoom. You can click "Join from your browser." It appears Zoom prefers for users to download and install their meeting client software on your computer. Choose the option you are comfortable with and note, these may be browser specific. There also is a Zoom app for smartphones.
- We will be muting participants except during public input, when they will be recognized to speak after raising their hand (see the next bullet point). **Video will remain off for all** members of the public, even while they are speaking.
- Per the [Bylaws of The Urbana Free Library Board regarding public comment](#), you must identify yourself with your name to provide public comment. During public comment, if you wish to speak, please "Raise your hand" using the option as shown in the Participant window (if using the Phone App, there are different steps). When called on by the Chair or host, you will be un-muted in Zoom. You must identify yourself with your name for the record prior to speaking, per the [Bylaws of The Urbana Free Library Board](#). Make sure you have a microphone on your computer if you wish to speak, or see below to dial in with your phone. FCC Guidelines will be followed.
- You can find tutorials and help information here: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Attending the Meeting or Providing Public Comment by phone:

- Join by calling the phone number shown in the agenda.
- Callers will then be asked to enter the Meeting ID number **followed by the # key**. The Meeting ID number is listed on the agenda.
- All callers are muted by default.

- If you wish to speak, please “Raise your hand” **by pressing *9 once**. This toggles the raise/lower hand option. When called on by the chair or host by your phone number, you will be un-muted. You must identify yourself with your name for the record prior to speaking, per the [Bylaws of The Urbana Free Library Board](#). When you are done, the host will “lower your hand” and mute you. There is no need to press any more buttons.

As a reminder, public comment can be received and is encouraged before the meeting via email as listed above. The video recording should be available on UPTV’s YouTube channel and via [The Urbana Free Library Board page on the City’s website](#) within 24 hours.

This is a work in progress and a learning situation for all involved, so we ask for your patience as we move forward. We are unable to provide computer and technical assistance and will move forward during the meeting as necessary. Thank you for your understanding in this difficult situation.

Two websites with some additional tips and tricks:

<https://www.groovehq.com/blog/zoom-tips-and-tricks>

<https://www.colorado.edu/ocg/ocg-staff-resources/meeting-resources/zoom-meeting-tips-tricks>