

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, December 11, 2018**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, December 11, 2018. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m.

ATTENDANCE

Present: Geoff Bant, Barbara Jones, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams (by phone)

Absent: Barb Bennett and Jared Miller

Staff present: Becky Brown, Celeste Choate, Rachel Fuller, Shalini Smith, and Amanda Standerfer

Also present: Kevin Lau and Dylan Patel

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

Because of technical difficulties with the lap top for the presentations, the Consent Agenda and the Reports of the Liaison Officers were moved up before Presentations.

APPROVE THE AGENDA

It was moved by Michael Weissman, seconded by Barbara Jones, and passed unanimously to approve the agenda as presented.

CALL FOR EXECUTIVE SESSION

None.

PUBLIC COMMENT

None.

ACTION ITEMS (CONSENT AGENDA)

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

REPORTS OF LIAISON OFFICERS

Friends of the Library

The book sale brought in between \$4000 and \$5000. Chris Scherer commented that there were less books at this sale.

The Urbana Free Library Foundation

The Foundation will meet next week.

Illinois Heartland Library System

No report.

PRESENTATIONS

Barbara Jones gave a report on *Fake News*. She has given reports and workshops on fake news for many years and in many places, sometimes working to engage entire communities in discerning whether news is fake or not. Rotary and the League of Women Voters have helped her update her slides so that she can continue to give talks in Champaign County. She explained various places to check facts, with libraries being one of top places. She gave a summary on Truth Decay, emphasizing some of the dangers of fake news. One of the ways to weigh whether the news is fake or not, is to consider the reputation of the source, looking at who owns the news source.

Amanda Standerfer walked the Board through the upcoming Strategic Planning process. Her philosophy sees strategic planning as a way to set directions, define goals, and measure successes. The Strategic Plan will incorporate input from the Board, the staff, and the community. The proposed timeline is January through June of 2019. The final goal is to produce a several page document which the Library will use to communicate with the public about where it is headed and priorities. Staff will use the plan to guide activity planning. Administration will use the plan to help with decisions about directions to take. A one page graphical report will be used to quickly communicate the Strategic Plan. There was discussion about making the process 100% transparent. Board members that wish to be a part of the planning team should inform Chris Scherer.

Celeste Choate gave the Board an explanation of the Library's departmental structure using the organizational chart to show the different departments. Rachel Fuller explained how the jobs of the different departments are intertwined, using the new collections as one example with AYS staff investigating, purchasing, and cataloging new items; Acquisitions staff figuring out how to safely package and circulate the new items; Development and Promotion staff creating tags for the items and promoting the new collections; and Circulation staff inspecting, cleaning, and prepping the items for the next circulation.

Celeste also gave the Board an overview of staff training and development. Each department has internal meetings to keep staff informed. Performance evaluations are done routinely, using technology competencies as part of the evaluation. Staff attend conferences and webinars. The Library paid to have onsite training on the Polaris Acquisitions module. Staff also participate in peer to peer training. Notary staff were wanting more training, and one staff member volunteered to view a webinar to see if it was helpful and then possibly train the other notaries. Celeste mentioned some of the topics covered on staff training days. She reminded the Board that Board training is also budgeted to give the Board the tools they need.

ACTION ITEMS (INDIVIDUAL)

It was moved by Beth Scheid, seconded by Barbara Jones, and passed unanimously to approve the Workplace Violence Policy revisions.

DISCUSSION ITEMS

The Board will receive a draft of the By-laws at the January meeting and will vote on them at the February meeting.

ADMINISTRATIVE REPORTS

Celeste is looking for a volunteer from the Board to work with the Library block plan team.

She reported to the Board that the Library sees an ebb and flow in teen behaviors and is right now seeing an uptick in problem behaviors. The Library staff is working with the school resource officers and the Urbana Police Department to find techniques for working with the kids, banning people when necessary. The Library experimented with opening the McFarland Hood room and quite often opens up the Satterthwaite Conference room as places for teens to congregate. Beth Scheid passed on a compliment from her daughter about the way staff were engaging patrons on the second floor one day after school. Geoff Bant commented on the fact that the schools have seen an increase in problem behaviors over the last several years, and there is concern about what is happening.

Chris Scherer asked about the DVD project. Celeste responded that the Acquisitions and AYS staff are moving the project along.

The Library and the City are pleased to have the Races sculpture on the corner lot.

Barbara Jones asked about the porch. Celeste responded that it is coming along well.

Michael Weissman told the Board about a story in the New Yorker by Frank McCourt in which the library is the hero.

BOARD PRESIDENT REPORT

No report.

UNFINISHED BUSINESS

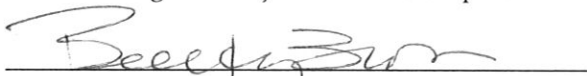
None.

NEW BUSINESS

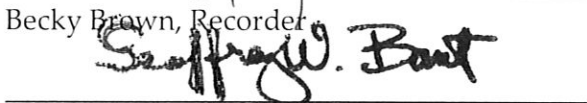
None.

ADJOURNMENT

The meeting was adjourned at 8:52 p.m.



Becky Brown, Recorder



Geoffrey Bant, Secretary/Treasurer

Date Approved: Jan 8, 2019

Supplementary information is available in the Board packet of December 11, 2018.

This meeting was taped for later broadcast on cable television.