

DATE: Wednesday, November 24, 2021

TIME: 4:00 P.M.

PLACE: *Held virtually due to Governor's Stay at Home order

The Urbana Civil Service Commission met in regular session on November 24, 2021, via Zoom.

Commissioners physically present: None.

Commissioners present virtually: Thomas Betz and Traci Nally.

Staff present virtually: Dawn Cassady, Associate Director, The Urbana Free Library; Celeste Choate, Executive Director, The Urbana Free Library; Jason Liggett, UPTV Station Manager.

Proceedings

Commissioner Nally called the meeting to order at 4:02 p.m. and Dawn Cassady recorded the minutes. A quorum of commissioners was present, and the meeting, having been duly convened, was ready to proceed with business.

Approval of Minutes

Staff presented to the Commission the minutes of the October 27, 2021, meeting of the Commission for approval. There were no changes to the minutes. Motion to approve the minutes was made by Commissioner Betz and seconded by Commissioner Nally and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

Public Participation

None.

Action Items

- A. Request to establish a new classification: Safety and Volunteer Coordinator (Urbana Free Library)

Staff presented the job description for approval and confirmed for Commissioner Nally that this position is a brand-new position in the Library. Commissioner Nally commented that it seems to be a necessary position at the Library. Commissioner Nally moved approval and Commissioner Betz seconded, and carried by roll call vote as follows. Aye: Nally and Betz. Nay: None.

- B. Request to set minimum qualifications & establish register: Safety and Volunteer Coordinator (Urbana Free Library)

Commissioner Nally moved to set the minimum qualifications for the position as the register for the position. Commissioner Betz seconded, and carried by roll call vote as follows. Aye: Nally and Betz. Nay: None.

Informational Items

Staff presented the Commission with the following items:

- A report on the applications for the Circulation Clerk/Information Assistant position at The Urbana Free Library.
- A report on the applications for the Acquisitions Cataloging Clerk position at The Urbana Free Library.
- A memo from The Urbana Free Library.

Commissioner Betz moved to receive these items to place in file, and Commissioner Nally seconded, and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

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Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:07 p.m. with a motion by Commissioner Nally and seconded by Commissioner Betz and carried by roll call vote as follows: Aye: Nally and Betz. Nay: None.

Respectfully submitted,
Dawn Cassady
Recording Secretary