

**MINUTES OF THE
October 25, 2017
URBANA CIVIL SERVICE COMMISSION REGULAR MEETING
Called by the Commission**

The regular meeting of the Civil Service Commission (the "*Commission*") of the City of Urbana, an Illinois municipality (the "*City*"), was held on October 25, 2017 in the Executive Conference Room of the Urbana City Building.

Commission Members: Present: Thomas Betz, Tracy Nally and Marion Knight

Staff Present: Elizabeth Borman, Assistant Human Resources Manager; Urbana Free Library staff: Celeste Choate, Executive Director, and M.C. Neal, Information Technology Manager.

Proceedings

Commissioner Knight called the meeting to order at 4:05 p.m. and Ms. Borman recorded the minutes. A quorum of commissioners were 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 September 27, 2017 meetings of the Commission for approval. Motion duly made by Commissioner Betz, seconded by Commissioner Knight and unanimously adopted, the minutes were approved as presented.

Additions to the Agenda

None

Public Participation

None

Action Items

- A. *Request to approve job description for Archives Librarian (Urbana Free Library).*
Ms. Choate noted that the department will be reorganized and this position will become full-time, thus covered under Civil Service. Motion to approve duly made by Commissioner Betz, seconded by Commissioner Nally and unanimously adopted, as modified to remove the experience requirement regarding December 2017 graduates.
- B. *Request to approve continuous register for Information Technology Assistant (Urbana Free Library).*
Mr. Neal requested the Commission establish a continuous eligibility register for Information Technology Assistant based on minimum qualifications until a satisfactory pool has been achieved. A date for "first consideration" will be noted on the job announcement. Motion to approve duly made by Commissioner Nally, seconded by Commissioner Betz and unanimously adopted. Staff will update the Commission on the status of this register.

Informational and Discussion Items

- C. Staff provided updates on recent updates regarding employment actions.

Adjournment

There being no further business to come before the meeting, the meeting adjourned at 4:16 p.m.

Respectfully submitted,
Elizabeth Borman, Recording Secretary