

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, April 11, 2023**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, April 11, 2023. The meeting was called to order by the President, Lupe Mejia at 7:01 p.m.

**OATH OF OFFICE**

Barb Bennett administered the Oath of Office to new Trustee Erica Bellina. Erica gave a brief introduction to the Board.

**ATTENDANCE**

Present: Erica Bellina, Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, Dan Urban, and Jane Williams (by phone)

Absent: Gloria Yen

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, and Rachel Fuller

Also present: Ibrahim Ouedraogo, Andrea Ruedi, and Lily Wilcock

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

None.

**APPROVE THE AGENDA**

It was moved by Beth Scheid, seconded by Barb Bennett, and passed unanimously to approve the agenda as presented.

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

Lily Wilcock gave a presentation on Examine Urbana, an extensive website which has been created as part of the Comprehensive Plan. Next steps will involve an interactive website that puts people into the role of prioritizing how to spend a limited budget to deal with city wide issues.

Dawn Cassady gave updates on building projects and the Building Program. Staff had two Zoom meetings with the architects to look at initial drawings and then revised drawings of the remodeling plans, which are looking good. There was an onsite meeting with the engineering firm designing the air handler system. They anticipate having a design of what is needed by early May, which will be included in the FY24 budget. Dawn met with Joe Huberty to work on down-sizing the Building Program, comparing the building's blue prints to how the building is

actually being used. Dawn reported that the contract to renovate the staff parking lot has been signed, and the work will be done in May.

Celeste Choate explained the budget memo to the Board. The budget for the April meeting is a baseline budget, done within the guidelines and constraints from the City. Library does not yet have prices for big projects, but quotes will be coming in at the beginning of May. The revised budget that the Board will see in May will pull from fund balance. Rachel and Dawn have also been working on reorganizing workflow as a part of the circulation remodel, which will streamline work and costs. The auditors have recommended having Fund Balance Policies, which will be coming before the Board in a future meeting.

Celeste Choate gave the Board the next steps for the Strategic Plan including the community survey and focus groups in May.

#### **ACTION ITEMS (CONSENT AGENDA)**

Being that Lupe Mejia asked and saw that there were no requests to separate the items, it was moved by Jane Williams, seconded by Shirese Hursey, and passed by unanimously to approve the consent agenda as presented.

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

It was moved by Jane Williams, seconded by Dan Urban, and passed unanimously to approve the Dell invoice for \$15,533.76.

It was moved by Beth Scheid, seconded by Shirese Hursey, and passed unanimously to approve the Ameren invoice for \$10,087.54.

It was moved by Mark Pelmore, seconded by Shirese Hursey, and passed unanimously to approve Resolution 2023-08 to accept the Urbana Arts Grant.

It was moved by Dan Urban, seconded by Jane Williams, and passed unanimously to approve the FY23 budget amendments.

#### **DISCUSSION ITEM**

There was discussion about the Board Bylaws evaluation process. Staff have been collecting peer library comparisons. Mark Pelmore and Erica Bellina are willing to start the process.

#### **REPORTS OF LIAISON OFFICERS**

##### ***Friends of the Library***

The Friends next book sale will be June 22 through June 25. They have changed their fiscal year to match the Library's fiscal year.

##### ***The Urbana Free Library Foundation***

Foundation Board officers have started meeting monthly. The Foundation is currently accepting applications for new Board Members. As of April 10, the Foundation has raised just over \$82,500.

**Illinois Heartland Library System**

No report.

**ADMINISTRATIVE REPORTS**

No report.

**BOARD AND COMMITTEE REPORTS**

No report.

**BOARD PRESIDENT REPORT**

No report.

**UNFINISHED BUSINESS**

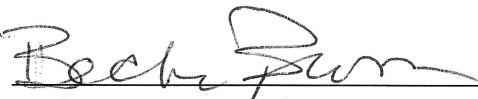
All Board members are invited to attend the Fairly Tale Ball on Friday from 6pm to 9pm. And there will be unicorns.

**NEW BUSINESS**

None.

**ADJOURNMENT**

It was moved by Shirese Hursey and seconded by Jane Williams to adjourn at 8:06 p.m.

  
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Becky Brown, Recorder

  
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Gloria Yen, Secretary *pro tem*

Date Approved: May 9, 2023

Supplementary information is available in the Board packet of April 11, 2023.

This meeting was taped for later broadcast.

