

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, September 12, 2023

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, September 12, 2023. The meeting was called to order by the Vice-president, Beth Scheid, at 7:00 p.m.

OATH OF OFFICE

Dan Urban administered the oath of office to Glen Layne-Worthey.

ATTENDANCE

Present: Erica Bellina, Rob Bennett, Shirese Hursey, Glen Layne-Worthey, Brandyn Mason, Liz Sands, Beth Scheid, and Dan Urban

Absent: Mark Pelmore

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

Also present: Liara Aber and Minette Layne-Worthey

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

Items 7.1 and 7.4 were postponed until next month.

APPROVE THE AGENDA

It was moved by Dan Urban, seconded by Glen Layne-Worthey, and passed unanimously to approve the agenda as modified.

PUBLIC COMMENT

None.

PRESENTATIONS

Celeste Choate explained the Per Capita grant for the new Board members. She reviewed Chapter 2, Governance and Administration, and told the Board that the Library meets the standards. One item that is in progress is a written succession plan. Celeste also explained that there are mandatory trainings that Dawn Cassady will send to Board members along with the time line to complete the trainings.

Celeste Choate reported that IMEG, the company working on the air handler replacement project, paused in the process to check that the roof was strong enough to hold the weight of the new equipment. Now that it has been confirmed that the roof is strong enough, the process is continuing.

Celeste Choate reviewed the Library's new organizational chart with the Board. Rachel Fuller and Dawn Cassady designed the new chart using a front-of-the-house and back-of-the-house structure. This new structure will balance out the work so that staff can focus on their primary tasks.

ACTION ITEMS (CONSENT AGENDA)

Being that Beth Scheid asked and saw that there were no requests to separate the items, it was moved by Shirese Hursey, seconded by Brandyn Mason, and passed by unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Dan Urban, seconded by Liz Sands, and passed unanimously to approve the Public Posting Policy as presented.

It was moved by Erica Bellina, seconded by Shirese Hursey, and passed unanimously to approve the Library Collection Development Policy as presented.

It was moved by Dan Urban, seconded by Rob Bennett, and passed unanimously to approve the Archives Collection Development Policy as presented.

It was moved Brandyn Mason, seconded by Liz Sands, and passed unanimously to approve the Photography and Recording Policy as presented

It was moved by Glen Layne-Worthey, seconded by Dan Urban, and passed unanimously to approve the Constellation invoice for \$10,308.30.

DISCUSSION ITEM

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Liz Sands reported that the Friends of the Library met last Wednesday. The Treasurer's report showed a balance of \$16,846.01. There was discussion about the dates for the next two book sales, with the first date set as November 16 through 19, and a spring date probably being the second weekend in March.

The Urbana Free Library Foundation

Daniel Urban reported that the Foundation was to cut a check to the Library and confirmed that it had been received. Martin Hood was doing a bookkeeping review. The Foundation is in the process of planning a two to three hour strategic planning event. They are also planning the FY24 donation drive, looking at a fall and spring appeal. Eleven of the fifteen Board seats are filled, and Foundation members will be attending a Board Match Expo to recruit new members. The Foundation is one of the candidates on the Common Ground Round Up For Good ballet, so Dan urged Common Ground members to vote.

Illinois Heartland Library System

Rob Bennett reported that there is an IHLS workshop coming up for librarians, but nothing right now to report for trustees.

ADMINISTRATIVE REPORTS

Celeste Choate reported that the Board bylaws were going to be presented at the meeting, but it was decided to look at a couple of other library board policies to see how they vote in new officers. She will talk to Erica about other possible processes and then present the modified bylaws next month.

BOARD AND COMMITTEE REPORTS

Brandyn Mason reported that the nominating committee was presenting the slate of Daniel Urban for Board President and Mark Pelmore for Secretary/Treasurer.

BOARD PRESIDENT REPORT

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

It was moved by Brandyn Mason and seconded by Shirese Hursey to adjourn at 7:38 p.m.



Becky Brown, Recorder



Erica Bellina, Secretary *pro tem*

Date Approved: 10/10/23

Supplementary information is available in the Board packet of September 12, 2023.

This meeting was taped for later broadcast.