

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

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, December 12, 2023. The meeting was called to order by the President, Dan Urban, at 7:04 p.m.

ATTENDANCE

Present: Shirese Hursey, Rob Bennett, Brandyn Mason, Liz Sands (by phone), Beth Scheid, and Dan Urban

Absent: Erica Bellina, Glen Layne-Worthey, and Mark Pelmore

Staff present: Becky Brown, Dawn Cassady, Rachel Fuller, Mike Hannan, Celeste Moutos, and Leon Wilson

Also present: Liara Aber

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

It was moved by Beth Scheid and seconded by Rob Bennett to move item 6.2 e to before 6.2 a and to defer item 9.0 to the January meeting.

APPROVE THE AGENDA

After the motion, it was passed unanimously to approve the agenda as amended.

PUBLIC COMMENT

None.

PRESENTATIONS

Leon Wilson presented the Draft Technology Plan to the Board, highlighting past successes and what is to come, showing how future goals fit in with the refreshed Strategic Plan.

Staff members reviewed chapters from Serving Our Public 4.0 Standards for Illinois Public Libraries. Leon Wilson reviewed chapter 12, Technology. Leon invited the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency to do an assessment of the Library's security. They were very impressed with the safe guards that are in place and will be implemented. Dawn Cassady reviewed chapter 3, Personnel, chapter 4, Access, and chapter 7, Collection Management. One of the requirements for chapter 7 is that libraries spend between 8% and 12% of their budget on collections, and the Library is at 12%. Mike Hannan reviewed chapter 5, Building Infrastructure and Maintenance, mentioning that he is beginning to create a Building Master Plan, which will have a replacement schedule for all aspects of the building. All three shared that the Library meets the standards or is making progress towards meeting the standards for these chapters.

Dawn Cassady reported that Davis-Houk is in the process of purchasing the equipment for the replacement air handler system. Once the equipment is ordered, there will be a wait for delivery. Dawn will keep the Board informed as she gets more information. Joe Huberty, the architect from Engberg Anderson, will give a brief presentation at the January meeting on the Building Plan. It is in the December Board packet in draft form, and Dawn assured the Board that she will be addressing any formatting and spelling errors as she does her last read through before it comes to the Board for final approval.

ACTION ITEMS (CONSENT AGENDA)

Being that Dan Urban 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 Beth Scheid, seconded by Shirese Hursey, and passed unanimously to approve Resolution 2023-16 to thank Brian Robertson for his service.

It was moved by Rob Bennett, seconded by Brandyn Mason, and passed unanimously to approve the Leave Policy as presented.

It was moved by Shirese Hursey, seconded by Beth Scheid, and passed unanimously to approve the Library Collection Management Policy as presented.

It was moved by Beth Scheid, seconded by Shirese Hursey, and passed unanimously to approve the Leave Time Available for COVID-19 Related Absences as presented.

It was moved by Shirese Hursey, seconded by Beth Scheid, and passed unanimously to retire the 3D Printing Service Policy.

DISCUSSION ITEM

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Liz Sands reported that the Friends book sale brought in \$3,233 and that the Friends will not be meeting in January.

The Urbana Free Library Foundation

Daniel Urban reported that as of November 29 the Foundation's fall appeal had raised \$24,000 with 94 donors so far. A new donor tracking system Bloomerang has been implemented. The Foundation has begun a push to sell the remaining Cherry Alley pavers.

Illinois Heartland Library System

Rob Bennett reported that IHLS has put out a call especially in southern Illinois for people to join a regional response team for censorship. Rob informed the Board of the IHLS Member Day

on February 8, 2024. There are several sessions for Trustees. People who sign up by January 7, will receive a cozy beverage. He also gave an update on the automated materials handling system the IHLS has been exploring. They are not making a formal decision on exact bar code placement, and libraries that have RFID tags inside materials will not need to place anything on the outside of the items.

ADMINISTRATIVE REPORTS

Celeste Moutos expressed her thanks to the Rachel Fuller and Dawn Cassady who have been picking up many extra duties during the leaving and hiring of managers. She also thanked Gretchen Webb for stepping in to help with some of Brian’s responsibilities before a new Collections Manager is hired.

Dawn Cassady made the Board aware of the State of Illinois requirement that staff annually take the harassment and discrimination training. The training module has also been made available to the Board in a link in their Library email. Shirese Hursey commented that she has found past training to be extremely informative.

BOARD AND COMMITTEE REPORTS

Beth Scheid explained the process of the annual Executive Director evaluation. She will send out questionnaires in the Library email to the Board and Administrative staff and summarize the information given. The Board will hold a closed session at the January or February meeting to discuss the evaluation.

BOARD PRESIDENT REPORT

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS


None.

ADJOURNMENT

It was moved by Brandyn Mason and seconded by Rob Bennett to adjourn at 8:06 p.m.



Becky Brown, Recorder



Erica Bellina, Secretary *pro tem*

Date Approved: Jan 9, 2024

Supplementary information is available in the Board packet of December 12, 2023.
This meeting was taped for later broadcast.