

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, January 9, 2024**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, January 9, 2024. The meeting was called to order by the President, Dan Urban, at 7:06 p.m.

**ATTENDANCE**

Present: Erica Bellina, Rob Bennett, Glen Layne-Worthey, Brandyn Mason (by phone), Liz Sands, Beth Scheid, and Dan Urban

Absent: Shirese Hursey

Staff present: Becky Brown, Pat Cain, Dawn Cassady, Lauren Chambers, Rachel Fuller, and Celeste Moutos

Also present: Liara Aber

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

It was moved by Glen Layne-Worthey, seconded by Rob Bennett and passed unanimously to correct the spelling of Glen's first and last name in the agenda.

**APPROVE THE AGENDA**

It was moved by Glen Layne-Worthey, seconded by Erica Bellina and passed unanimously to approve the agenda as amended.

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

Riley Martin from Lauterbach & Amen, LLP gave an overview of the Library's FY23 audit, touching on the Financial Report and the Management Letter. The Library received an unmodified opinion, which means that there were no material misstatements or material omissions, and that the Library has a sound internal control operating environment. Riley asked the Board to email him with any questions they may have later.

Joe Huberty from Engberg Anderson gave an in-depth presentation of the Building Program, saying that a building program should address the needs of the public, list challenges and how the program addresses them, and acknowledge what makes the Library special.

Pat Cain, the new manager of the Champaign County Historical Archives, introduced himself.

Celeste Moutos explained the budget process to the Board, explaining the time line, the different library funds, and the resources used to develop the budget.

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

Being that Dan Urban asked and saw that there were no requests to separate the items, it was moved by Rob Bennett, seconded by Beth Scheid, and passed by unanimously to approve the consent agenda as presented.

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

It was moved Glen Layne-Worthey, seconded by Liz Sands, and passed unanimously to accept the Library audit report as presented.

It was moved by Beth Scheid, seconded by Erica Bellina, and passed unanimously to adopt the Technology Plan as presented.

It was moved by Erica Bellina, seconded by Rob Bennett, and passed unanimously to approve Resolution 2024-01 to accept gifts and grants.

It was moved by Beth Scheid, seconded by Glen Layne-Worthey, and passed unanimously to accept the FY24 budget amendments.

It was moved by Glen Layne-Worthey, seconded by Rob Bennett, and passed unanimously to approve Resolution 2024-02 to thank Mark Pelmore for his years of service.

It was moved by Liz Sands, seconded by Glen Layne-Worthey, and passed unanimously to approve Resolution 2024-03 to authorize designated persons to secure and have access to safe deposit boxes at Busey Bank.

It was moved by Rob Bennett, seconded by Beth Scheid, and passed unanimously to fill the vacant officer positions with Erica Bellina as Secretary/Treasurer and Glen Layne-Worthey as Secretary *pro tempore*.

#### **DISCUSSION ITEM**

Rob Bennett gave a presentation on streaming and ebook services, highlighting the services that the Library offers. He thanked Kasia Hopkins, Dawn Cassady, and Rachel Fuller for their help with gathering information and statistics.

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

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

No report.

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

Daniel Urban reported that as of January 3, the Foundation's fall appeal had raised \$49,000. They are reviewing the grants request at an upcoming meeting. The Foundation has gained two new Board members, with two vacancies still remaining.

**Illinois Heartland Library System**

Rob Bennett reminded the Board that IHLS Member Day on February 8, 2024. He also informed the Board that IHLS had put out more detail about the automated materials handling system, and if Library Board members are interested in reading about it, Rob will pass along the link.

**ADMINISTRATIVE REPORTS**

Celeste Moutos informed the Board that the Library had recently received the next version of the contract between the Library, the Township and the City for the use of the two corner lots. Celeste will look over the contract and move the process ahead.

**BOARD AND COMMITTEE REPORTS**

Erica Bellina mentioned that her son’s Lego League team did little free libraries as their innovation project, getting information from Celeste Moutos and the national director of little free libraries. Their innovation idea was to create a catalog system to scan books in and out of little free libraries so that people could look on line to see if a book was available. His team came in first in the innovation projects in the first round of the competition.

**BOARD PRESIDENT REPORT**

Dan Urban asked Board members to consider donating to the Foundation. He also asked for a volunteer to do the Board member discussion for next month. Liz Sands volunteered.

**UNFINISHED BUSINESS**


None.

**NEW BUSINESS**

None.

**ADJOURNMENT**

It was moved by Erica Bellina and seconded by Glen Layne-Worthey to adjourn at 8:55 p.m.

  
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Becky Brown, Recorder

  
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Erica Bellina, Secretary

Date Approved: 2/13/2024

Supplementary information is available in the Board packet of January 9, 2024.  
This meeting was taped for later broadcast.