

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, January 11, 2022**

CALL TO ORDER

The Urbana Free Library Board of Trustees met via Zoom on Tuesday, January 11, 2022. The meeting was called to order by the President, John Thies, at 7:00 p.m. John stated that pursuant to the Gubernatorial Disaster Proclamation and the Declaration of Emergency for the City of Urbana, Illinois, related to the COVID-19 pandemic and in accordance with changes to the Open Meetings Act, (Public Act (P.A. 101-0640)), it has been determined that an in-person public meeting is not prudent or safe at this time.

ATTENDANCE

Present: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Amanda Standerfer, and Donica Swann

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

It was moved by Beth Scheid, seconded by Shirese Hursey, and passed by roll call vote to approve the agenda as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

PUBLIC COMMENT

None.

PRESENTATIONS

Michael Malatt from Baker Tilly gave the Board the annual audit report. Baker Tilly issued the highest level of assurance that they can provide for the Library audit with an unmodified audit opinion. The Library had a financially healthy year. Michael encouraged the Board to ask any questions or share any concerns or comments that they may have in the coming months.

ACTION ITEMS (CONSENT AGENDA)

Being that John Thies asked and saw that there were no requests to separate the items, it was moved by Jane Williams, seconded by Michael Weissman, and passed by roll call vote to approve the consent agenda as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

ACTION ITEMS (INDIVIDUAL)

It was moved by Michael Weissman, seconded by Shirese Hursey, and passed by roll call vote to approve the Hours of Service Policy as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Beth Scheid, seconded by Lupe Mejia, and passed by roll call vote to approve the Leave Policy as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Jane Williams, seconded by Shirese Hursey, and passed by roll call vote to approve the Whistleblower Policy as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Beth Scheid, seconded by Jane Williams, and passed by roll call vote to approve the payment of the Champaign Public Library invoice for \$41,596.87. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Jane Williams, seconded by Barb Bennett, and passed by roll call vote to approve Resolution 2022-01, the service agreement with Proof Studio, Inc. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Jane Williams, seconded by Beth Scheid, and passed by roll call vote to approve the FY22 Budget Amendment. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Michael Weissman, seconded by Gloria Yen, and passed by roll call vote to approve the Technology Plan January 2022 – January 2023. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

DISCUSSION ITEMS

Michael Weissman asked if there was a way to make the information on attending Board meetings easier to find on the website. The Library is in the process of updating the website, and staff will reach out to Michael to get ideas.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

John Thies reported that the Foundation is starting to work on their FY23 budget, including the requests from the Library. The current campaign has kept pace with last year's campaign and has received enough donations to refresh the new book area in the Children's Department.

The Foundation hopes to have an in-person donor appreciation event on April 23, 2022.

Illinois Heartland Library System

None.

ADMINISTRATIVE REPORTS

Celeste Choate noted that Dawn Cassady has revised the COVID procedure document. The document has been revised several times as the pandemic has progressed. OSHA of Illinois has updated their guidelines to follow the Federal OSHA. Staff are in the process of working out how this applies to the Library. The Library has been received many compliments for the great work staff are doing. Celeste shared Ashanti Files' poem in the Board Packet. There was discussion about ways the Library can provide current and accurate information to the public about the pandemic. Staff are also working on contingency plans for possible future scenarios.

BOARD AND COMMITTEE REPORTS

None.

BOARD PRESIDENT REPORT

None.

UNFINISHED BUSINESS

None.

CLOSED SESSION

At 7:42 p.m. it was moved by Beth Scheid, seconded by Shirese Hursey, and passed by roll call vote that the Board move into closed session to discuss compensation and performance of personnel pursuant to 5 ILCS 120/2 (c) (1). Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

At 8:38 the Board moved back into open session.

NEW BUSINESS

None.

ADJOURNMENT

It was moved by Michael Weissman, seconded by Barb Bennett, and passed by roll call vote to adjourned the meeting at 8:43 p.m. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

Becky Brown, Recorder

Barb Bennett, Secretary/Treasurer

Date Approved: _____

Supplementary information is available in the Board packet of January 11, 2022.

This meeting was taped for later broadcast.