

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, March 8, 2022**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, March 8, 2022. The meeting was called to order by the vice-president, Beth Scheid at 7:15 p.m.

**ATTENDANCE**

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

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Gretchen Webb, Amanda Standerfer

Also Present: Brie Gaspar and Bourema Ouedraogo

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

None.

**APPROVE THE AGENDA**

It was moved by Lupe Mejia, seconded by Michael Weissman, and passed unanimously to approve the agenda as presented.

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

Gretchen Webb, the Library's new Circulation Manager, introduced herself to the Board.

Celeste Choate gave a high-level Strategic Plan evaluation report, commenting on the flexibility that the staff have shown in serving the community during the pandemic. She also commented on the growth. Staff did not let the pandemic stop them from providing new services.

Celeste also gave a report on the Library's evolving Organizational Chart. As staffing has gone through transitions, the Organizational Chart has been modified to show the changes. Each time there has been a position change, Administration has solicited ideas from staff. Flexibility and growth have also been a part of staffing transitions. The current Organizational Chart is on the Library's website.

**ACTION ITEMS (CONSENT AGENDA)**

Being that Beth Scheid asked and saw that there were no requests to separate the items, it was moved by Michael Weissman, seconded by John Thies, and passed by unanimously to approve the consent agenda as presented.

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

It was moved by Lupe Mejia, seconded by Shirese Hursey, and passed unanimously to approve Resolution 2022-06 to accept the Urbana Arts Grant.

It was moved by Michael Weissman, seconded by Jane Williams, and passed unanimously to approve the FY22 Budget Amendments.

It was moved by John Thies, seconded by Lupe Mejia, and passed unanimously to approve the updated Security Camera Policy as presented.

It was moved by Gloria Yen, seconded by Michael Weissman, and passed unanimously to approve Resolution 2022-07 to approve a computer software and hardware contract with Today's Business Solutions, Inc.

It was moved by Shirese Hursey, seconded by Michael Weissman, and passed unanimously to approve Resolution 2002-08 to approve a subscription agreement with Patron Point.

### **DISCUSSION ITEMS**

None.

### **REPORTS OF LIAISON OFFICERS**

#### *Friends of the Library*

The Friends met in March and elected officers, Theryl Newland as President, Sharon Gerth as Vice-President/Treasurer, and Barb Meyer as Secretary. They are planning a book sale for the weekend of May 19 through May 22 or 23 in the Lewis Auditorium. The Friends also voted to continue to provide Library t-shirts for new staff members.

#### *The Urbana Free Library Foundation*

Amanda Standerfer reported that the Foundation approved a grant to the Library of \$35,900 to support various annual events and purchase a PA system for use at outdoor events. The Foundation also approved a series of grants between now and FY25 from the Margaret Frampton Urbana Library Fund to support outreach activities. Twenty-seven new pavers were added during the paver campaign, and the Foundation plans to make this an annual event. The Foundation will be hosting a donor appreciation event on April 23. Three Foundation Board members' terms expire June 30, and Amanda asked the Library Board members to consider who they know that might want to serve the Library in this capacity.

#### *Illinois Heartland Library System*

No report.

### **ADMINISTRATIVE REPORTS**

Celeste Choate reported that two staff members attended the Pollinator Fair to promote the Library's seed collection. The following day Jordan Kahl had orders for 120 seed packets.

**BOARD AND COMMITTEE REPORTS**

No report.

**BOARD PRESIDENT REPORT**

No report.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**CLOSED SESSION**

At 7:44 p.m. it was moved by Shirese Hursey, seconded by Lupe Mejia, and passed by roll call vote that the Board move into closed session for the discussion of compensation and performance of personnel, pursuant to 5 ILCS 120/2 (c) (1). Votes were as follows:

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

Nays: None

At 8:12, it was moved by John Thies, seconded by Gloria Yen, and passed by roll call vote to move back into open session. 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**

It was moved by Lupe Mejia, seconded by Michael Weissman, and approved unanimously to give the Executive Director the same cost of living increase that the City of Urbana is giving, to give a 2% merit increase, and to give one bonus week of vacation to be used during FY23.

**ADJOURNMENT**

The meeting was adjourned at 8:15.

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Becky Brown, Recorder

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Barb Bennett, Secretary/Treasurer

Date Approved: \_\_\_\_\_

Supplementary information is available in the Board packet of March 8, 2022.

This meeting was taped for later broadcast.