

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, August 13, 2024**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, August 13, 2024. The meeting was called to order by the President, Dan Urban, at 7:01 p.m.

ATTENDANCE

Present: Erica Bellina, Rob Bennett, Glen Layne-Worthey, Liz Sands, Beth Scheid, Dan Urban, and Darius White

Absent: Shirese Hursey and Brandyn Mason

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

It was moved by Beth Scheid, seconded by Glen Layne-Worthey, and passed unanimously to add the words “and legal counsel” after “personnel” to item 16.3.

APPROVE THE AGENDA

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

PUBLIC COMMENT

Ann Panthen spoke to the Board about including staff input in the Executive Director search.

Melissa Muckenhirn spoke to the Board about staff morale, Library changes, the Executive Director search, and her effort to help staff with food insecurities.

PRESENTATIONS

Rose Barnes presented on Chapter 7, Collection Management, and Lyndzie Taylor presented on Chapter 13 Marketing, Promotion, and Collaboration from *Serving Our Public 4.0 Standards for Illinois Public Libraries*. The Library meets the standards for both chapters. Darius White asked about the outreach to areas with low cardholders. Lauren Chambers explained that the Library has created a cardholder map and is using that to work on strategies to reach those areas.

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 Erica Bellina, and passed by unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Glen Layne-Worthey, seconded by Liz Sands, and passed unanimously to approve the Annual Report to the City of Urbana per 75 ILCS 5/4-10.

After discussion, it was moved by Beth Scheid, seconded by Glen Layne-Worthey, and passed unanimously to approve the payment of the Cincinnati insurance premium for \$42,072.

It was moved by Erica Bellina, seconded by Rob Bennett, and passed unanimously to approve the payment of the Constellation invoice for \$14,047.67.

DISCUSSION ITEM

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Liz Sands reported that the Friends of the Library book sale raised \$3,260.51. Member night was busy.

The Urbana Free Library Foundation

Dan Urban reported that the Foundation is discussing their next fund-raising campaign. After receiving several applications, the Foundation Board membership is filled.

Illinois Heartland Library System

Rob Bennett reported that IHLS has sent out the save-the-date for the annual fall membership celebration and meeting on October 22. He also mentioned a CARLI symposium called Free People Read Freely.

ADMINISTRATIVE REPORTS

Rachel Fuller updated the Board on the first-floor refresh and the next steps. The plans are only conceptual right now, with no drawings yet. More information will be provided as it is available.

Celeste reported to the Board various possible ways to conduct the Executive Director search. The Executive Director job description is being reviewed.

BOARD AND COMMITTEE REPORTS

None.

BOARD PRESIDENT REPORT

Dan Urban asked if there were two Board members who would be interested in working with Celeste Moutos and Dawn Cassady to gather information about search firms and director searches. Glen Layne-Worthey volunteered.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

At 7:41 p.m., it was moved by Rob Bennett, seconded by Glen Layne-Worthey, and passed by roll call vote to move into closed session for the discussion of minutes lawfully closed under this Act, for the purposes of approval by the body of the minutes or the semi-annual review of the minutes as mandated in Section 2.06 per 5 ILCS 120/2 (c)(21); approval of the destruction of verbatim records per 5 ILCS 120/2.06 (c)(1)(2); the appointment, employment, compensation, discipline, performance, or dismissal of personnel and legal counsel per to 5 ILCS 120/2 (c)(1); the purchase, acquisition, or lease of real property for the use of the public body per 5 ILCS 120/2 (c)(5); the setting of a price for sale or lease of property owned by the public body per 5 ILCS 120/2 (c)(6); collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one of more classes of employees per 5 ILCS 120/2 (c)(2). Votes were as follows:

Ayes: Erica Bellina, Rob Bennett, Glen Layne-Worthey, Liz Sands, Beth Scheid, Dan Urban and Darius White

Nays: None.

At 8:37 p.m., it was moved by roll call vote to move back into open session.

Ayes: Erica Bellina, Rob Bennett, Glen Layne-Worthey, Liz Sands, Beth Scheid, Dan Urban and Darius White

Nays: None

NEW BUSINESS

It was moved by Beth Scheid, seconded by Rob Bennett, and passed unanimously to approve the closed session minutes of February 13, 2024 and July 9, 2024 as amended.

It was moved by Glen Layne-Worthey, seconded by Liz Sands, and passed unanimously to approve the destruction of the verbatim record of September 13, 2022.

It was moved by Rob Bennett, seconded by Glen Layne-Worthey, and passed unanimously to appoint Rachel Fuller as Interim Executive Director at the fixed compensation as a part of the memorandum.

Because Library staff have expressed interest in collective bargaining, it is prudent for the Library Board to hire legal counsel. It was moved by Rob Bennett, seconded by Glen Layne-Worthey, and passed unanimously to hire Clark Baird Smith LLP and that the Executive Director move ahead with this process.

BOARD PRESIDENT REPORT

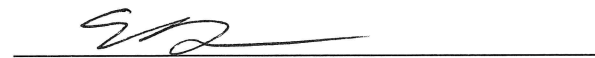
Dan Urban appointed Rachel Fuller as FOIA Officer and OMA Officer.

ADJOURNMENT

It was moved by Beth Scheid and seconded by Rob Bennett to adjourn at 8:41 p.m.



Becky Brown, Recorder



Erica Bellina, Secretary

Date Approved: 09/10/2024

Supplementary information is available in the Board packet of August 13, 2024.
This meeting was taped for later broadcast.