

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, November 12, 2024

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, November 12, 2024. The meeting was called to order by the President, Dan Urban, at 7:00 p.m.

ATTENDANCE

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

Absent: Shirese Hursey

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

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

PUBLIC COMMENT

Dennis Roberts spoke to the Board about a grant he is applying for to create a Joseph Royer permanent exhibit. He proposed placing the exhibit in the Library.

Ilona Matkovszki spoke to the Board about more specific details of the proposed Joseph Royer exhibit, saying that she would like to have a café, a multi-purpose community space, a permanent exhibit space, and a performance space.

Melissa Muckenhirn spoke to the Board about staff stress and burnout. She asked the Board to search for a new director that will address these issues.

Shalini Smith spoke to the Board about staff safety concerns and chronic patron problems.

PRESENTATIONS

Mike Hannan, Facilities Manager, presented on Chapter 5, "Building Infrastructure and Maintenance," from *Serving Our Public 4.0: Standards for Illinois Public Libraries*. He listed various facility accomplishments in the past year. He is working on a Master Plan for the building, and once it is done, the Library will meet all building and infrastructure-related standards.

Gretchen Webb, Patron Service Manager, presented on Chapter 6, "Safety." She and Rachel Fuller explained ways that the Library is working to address safety issues, including hiring another safety staff person, creating a Patron Incidents and Procedures team, working to

provide more training for staff on topics like de-escalation, and looking for a better incident documentation platform. The Library meets the standards.

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)

None.

DISCUSSION ITEM

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Liz Sands reported that the next Friends book sale will be next week from November 21 through November 24, 2024.

The Urbana Free Library Foundation

Dan Urban reported that the fall appeal letter went out last week, and the Foundation has raised \$47,000 so far. A promotional video has been filmed and should be ready for viewing in the next few weeks.

Illinois Heartland Library System

Rob Bennett reported that the IHLS Member Day will be February 12, 2025. Preferred registration ends on January 3, 2025. The conference will be all virtual and is free. Attendees can pick which sessions they would like to attend. Several Board members said past conferences were worth attending.

ADMINISTRATIVE REPORTS

Rachel Fuller reported that the air handler replacement is going well. The Walk to the Polls event went well. The annual audit is underway, and the Board will receive the audit presentation in either January or February.

BOARD AND COMMITTEE REPORTS

None.

BOARD PRESIDENT REPORT

Dan Urban reported that he had gotten four references for Organizational Architecture, which were positive, so the Board will be hiring them for the Executive Director search. Dan, Dawn Cassidy, and an attorney have reviewed the contract, and after two minor changes, the process will move forward.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

It was moved by Erica Bellina, seconded by Rob Bennett, to adjourn at 7:47 p.m.

Recorder

Secretary/Secretary *pro tem*

Date Approved: _____

Supplementary information is available in the Board packet of November 12, 2024.
This meeting was taped for later broadcast.