

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, January 14, 2025

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, January 14, 2025. The meeting was called to order by the Vice-President, Beth Scheid, at 7:00 p.m.

ATTENDANCE

Present: Rob Bennett, Shirese Hursey (by phone), Glen Layne-Worthey, Julia Pollack, Liz Sands, Beth Scheid, Dan Urban (by phone), and Darius White

Absent: Erica Bellina

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

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

PUBLIC COMMENT

None.

PRESENTATIONS

Riley Martin from Lauterbach & Amen, LLP presented a high-level overview of the FY24 audit. He commented on two documents, the Annual Financial Report and Management Letter. The Library received a clean and unmodified opinion, which is the best report given. The auditors did have some recommendations, which staff will work on.

Kristin Richardson presented a project summary update for the Library from Engberg Anderson. She commented that there are four goals, first a refresh of Megan's Room, second the Circulation/AV area improvements, third a refresh of carpet and paint, and fourth replacing furnishings in the front rooms. Kristin elaborated on the various parts of each goal.

ACTION ITEMS (CONSENT AGENDA)

Being that Beth Scheid asked and saw that there were no requests to separate the items, it was moved by Rob Bennett, seconded by Shirese Hursey, and passed 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 accept the Library audit report.

It was moved by Rob Bennett, seconded by Glen Layne-Worthey, and passed unanimously to adopt the Technology Plan Jan 2025-Jan 2026.

It was moved by Glen Layne-Worthey, seconded by Rob Bennett, and passed unanimously to approve the updated Leave Policy.

It was moved by Liz Sands, seconded by Darius White, and passed unanimously to approve the FY25 Budget Amendment.

DISCUSSION ITEM

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Liz Sands reported that the November book sale total was \$3,235.81.

The Urbana Free Library Foundation

Dan Urban reported that the pairing of the donation video and the Frampton family gift match was very successful, with the gift match campaign having met its \$15,000 goal. The Foundation has also surpassed this year's fundraising goal of \$110,000 by raising \$120,000 so far.

Illinois Heartland Library System

Rob Bennett reminded the Board that online registration for the IHLS Member Day is open and free. Member day will be February 12, 2025, and if people sign up, they will receive session recordings later.

ADMINISTRATIVE REPORTS

Rachel Fuller reported that a new software program for patron incidents has been selected and implementation will soon begin. An implementation team, made up of the staff from various Library departments, will be addressing the plans presented by Kristin Richardson from Engberg Anderson. The team will be looking into ways to keep disruptions to service as minimal as possible during construction. Lastly, Rachel wanted to thank the staff committee that is working on Staff Day planning for February 17.

BOARD AND COMMITTEE REPORTS

None.

BOARD PRESIDENT REPORT

Dan Urban reported that Organizational Architecture is advertising the Executive Director vacancy. Twenty people have applied at this time, and Organizational Architecture will start the screening process. The Search Committee, consisting of Dan Urban, Glen Layne-Worthey, Liz Sands, Elaine Bearden and Caleb Wilson, will meet next week with Organizational Architecture.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

It was moved by Glen Layne-Worthey, seconded by Shirese Hursey to adjourn at 7:49 p.m.



Recorder

Secretary/Secretary *pro tem*

Date Approved: Feb 11, 2025

Supplementary information is available in the Board packet of January 14, 2025.
This meeting was taped for later broadcast.

