

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, July 14, 2020**

CALL TO ORDER

The Urbana Free Library Board of Trustees met via Zoom on Tuesday, July 14, 2020. The meeting was called to order by the president, Chris Scherer, at 7:00 p.m. Chris cited the State Executive Orders which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic.

OATH OF OFFICE

Barbara Jones administered the Oath of Office to Barb Bennett, Chris Scherer, and Jane Williams.

ATTENDANCE

Present: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

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

Also present: Jason Liggett and Ruth Wyman

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

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

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

PUBLIC COMMENT

None.

PRESENTATION

Ruth Wyman, President of The Urbana Free Library Foundation Board, thanked the Board of Trustees for all of the work they have done during these difficult times. She reported a substantial increase in participation for the last fundraising season. Ruth attributed this in part to Amanda Standerfer. Amanda provided the Foundation with new ways to reach out to donors and new ways for donors to give. She has helped the Foundation Board become more professional in their outreach and presentations. Ruth let the Board of Trustees know that the

Foundation Board is hard at work and plans to be even more successful in the future. Barbara Jones requested that Ruth report to the Board of Trustees on a regular basis.

ACTION ITEMS (CONSENT AGENDA)

Being that Chris Scherer 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 roll call vote to approve the consent agenda as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

ACTION ITEMS (INDIVIDUAL)

It was moved by John Thies, seconded by Barbara Jones, and passed by roll call vote to accept the appointment of Celeste Choate and Becky Brown as FOIA officers. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

It was moved by Beth Scheid, seconded by Barb Bennett, and passed by roll call vote to accept the appointment of Barbara Jones as the Open Meetings Act representative. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

It was moved by Michael Weissman, seconded by Jane Williams, and passed by roll call vote to approve Resolution 2020-09 to enter into an agreement with CFS, Inc. for maintenance services. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Barbara Jones, Lupe Mejia, Beth Scheid, Chris Scherer, John Thies, Michael Weissman, and Jane Williams

Nays: None

DISCUSSION ITEMS

There was discussion about the draft of the Annual Report to the City Council per 75 ILCS 5/4-10. Celeste explained that the draft report is mostly narrative. Statistics and the IPLAR report will be added. Although the Library has been mainly focused on COVID-19 the past few months, the past year has been a strong year for the Library. There was discussion about shortfalls in future revenues and the possible effect on wages. The Board will approve the final report next month before it goes to City Council.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

Celeste reported that the Foundation sent out fewer fundraising letters, but still doubled the number of donors. Foundation Board members will continue to reach out and build relationships with donors to help the Library remain relevant to the community.

Illinois Heartland Library System

Rachel Fuller reported that IHLS is supporting ILA's "Bigger Than a Building" campaign to raise awareness about the importance of libraries even though physical locations may be closed. They are also supporting the efforts of the 2020 census. These are in addition to the support IHLS is offering libraries during the COVID-19 pandemic. Chris mentioned that Lupe is the new Trustee on the IHLS Board and asked if she would be TUFL's representative. There was discussion about the importance of the 2020 census. Rachel reported that several staff participated in training on ways to help patrons with the census.

ADMINISTRATIVE REPORTS

Celeste praised The Urbana Free Library staff for their all their hard work in getting Curbside Service up and running and for all the creative planning for reopening. The Library is looking at how to expand services if the number of COVID-19 cases trend in a good way or how to pull back if the number of cases increases. Administration is watching the local public health department, the CDC, and the Illinois Department of Public Health to help make informed decisions as the Library moves forward. Celeste thanked the Board for their support and leadership through this difficult time.

Celeste reported to the Board that the Champaign Public Library will be presenting to their Board a proposal to go fines free. Celeste would like to see what happens with the City's budget and how that impacts the Library's budget before making a similar proposal to the Board.

Barbara Jones complimented staff on customer service. She remarked that it is important to be greeted by a friendly face, and staff are always cheerful. She asked Celeste to pass along the compliment to staff. Shirese Hursey and Barbara Bennett also had compliments for the staff.

BOARD PRESIDENT REPORT

Chris Scherer appointed Barb Bennett to continue as the Friends of the Library liaison. Chris will continue as the Foundation liaison.

UNFINISHED BUSINESS

None.

NEW BUSINESS

John Thies and Celeste have been working on Board self-evaluation to help the Board members become even better Board members. They have been identifying resources that are available

and will assemble a list of those resources. John will give a 10 to 15 minute presentation at the next meeting on what makes a good Board member from his perspective.

ADJOURNMENT

The meeting was adjourned at 7:43 p.m.

Becky Brown
Becky Brown, Recorder

Barb Bennett, Secretary/Treasurer

Date Approved: August 11, 2020

Supplementary information is available in the Board packet of July 14, 2020.
This meeting was taped for later broadcast.