

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, September 15, 2020

CALL TO ORDER

The Urbana Free Library Board of Trustees met via Zoom on Tuesday, September 15, 2020. The meeting was called to order by the Vice-president, Beth Scheid, at 7:00 p.m. Beth 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.

ATTENDANCE

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

Absent: Barb Bennett

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

Also present: Andrew Waner

MODIFICATIONS AND APPROVAL OF THE AGENDA

It was moved by John Thies, seconded by Shirese Hursey, and passed by roll call vote to approve the agenda as presented. Votes were as follows:

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

Nays: None

PUBLIC COMMENT

None.

PRESENTATION

Celeste Choate explained that the Public Library Per Capita Grant requirements have changed and the Library Board will only need to review the chapters in *Serving Our Public 4.0 Standards for Illinois Public Libraries*. The Board will accomplish this by reviewing a few chapters each month. This month Celeste focused on chapter 4, Access, and chapter 6, Safety. She pointed out to the Board that Access is a part of the Strategic Plan Enhanced pillar which states that the Library will conduct space needs analysis. The Library meets the criteria in chapter 4 on Access by providing adequate lighting on the outside of the building, providing adequate and accessible parking, and meeting the space needs of different age groups, to name a few criteria. The Library also meets the criteria of chapter 6, Safety. The Board has helped by giving the Library the tools it needs to keep staff safe, implementing policies such as Work Place Violence, Rules of Behavior, and Respectful Work Environment. Chapter 6 also talks about having disaster plans to make sure staff know what to do in a disaster. The Library provides a Disaster

Manual for each department. There is also an Emergency & Disaster Quick Guide flip chart in each department of the Library, which covers responses for various emergencies and how to shut things off, if needed.

ACTION ITEMS (CONSENT AGENDA)

Being that Beth Scheid asked and saw that there were no requests to separate the items, it was moved by John Thies, seconded by Barb Jones, and passed by roll call vote to approve the consent agenda as presented. Votes were as follows:

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

Nays: None

ACTION ITEMS (INDIVIDUAL)

It was moved by John Thies, seconded by Michael Weissman, and passed by roll call vote to accept Resolution 2020-11 thanking Chris Scherer for his service as Library Board President. John Thies expressed his thanks to Chris for the commitment and energy he devoted to the Library. Votes were as follows:

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

Nays: None

It was moved by Shirese Hursey, seconded by Lupe Mejia, and passed roll call vote to approve Resolution 2020-12 to accept the Nick Rudd Music Fund Gift. 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 John Thies, seconded by Lupe Mejia, and passed by roll call vote to approve the FY21 Budget Amendments as presented. Votes were as follows:

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

Nays: None

After discussion, it was moved by Michael Weissman, seconded by Barbara Jones, and passed by roll call vote to approve the amendment to the Bylaws of The Urbana Free Library Board of Trustees. Votes were as follows:

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

Nays: None

It was moved by Michael Weissman, seconded by Lupe Mejia, and passed by roll call vote to approve the amendments to the Circulation and Interlibrary Loan Policy. Votes were as follows:

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

Nays: None

DISCUSSION ITEMS

None.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Celeste Choate reported that the Amazon store sold a single book for \$300. The Amazon sales have been increasing which helps make up for some of the lost revenue from not having book sales.

The Friends reached out to Sarah Kamyra, founder of the Little Free Diverse Library, and she has agreed to send books of diverse titles to stock the Library's Little Free Library across the street.

The Urbana Free Library Foundation

The Foundation is sponsoring a virtual discussion between authors Bernadine Evaristo and Terrance Hayes as a part of this year's Pygmalion Festival. Author Chris Abani will be moderating the discussion.

The Foundation is working on the fall appeal letter, a grant policy, a gift policy, and an investment policy.

Illinois Heartland Library System

Lupe Mejia reported that L2 is now live. IHLS has been training and supporting libraries during the transition.

IHLS recently changed quarantine requirements and processes based on the REALM Project 3 test results.

The IHLS annual Member Day will be virtual conference held on November 10, 2020. More details will be announced in early October

ADMINISTRATIVE REPORTS

Celeste Choate invited the Board to attend the ILA conference in October. This conference will also be virtual and includes a Trustee track. Barbara Jones has attended this conference in the past and highly recommends it.

Celeste shared with the Board the comments from patron survey results about Curbside service. She praised staff for their hard work and devotion to providing this service for the public. Barbara Jones also commented on the fabulous service and cheerful staff.

Shirese Hursey praised the Archive's staff for their help with the research provided to write a resolution for City Council.

BOARD PRESIDENT REPORT

No report.

UNFINISHED BUSINESS

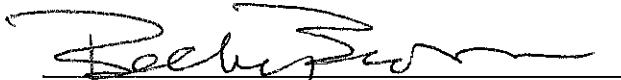
None.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m.



Becky Brown, Recorder



Barb Bennett, Secretary/Treasurer

Date Approved: 10/13/2020

Supplementary information is available in the Board packet of September 15, 2020.

This meeting was taped for later broadcast.