

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, December 8, 2020**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met via Zoom on Tuesday, December 8, 2020. The meeting was called to order by the President, John Thies, at 7:00 p.m. John 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: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

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

Also present: Brianna Gaspar and Fred Schlipf

**ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA**

None.

**APPROVE THE AGENDA**

It was moved by Shirese Hursey, 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, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

Fred Schlipf gave a presentation to the Board about the upcoming building program. He explained that a building program is a written statement of all the space needs in the library based on the content of the spaces. The Strategic Plan will form a basis for the building program. Fred will be asking staff, the various Library Boards, and focus groups what is wanted as well as what is not wanted. Beth Scheid asked about the timeline for designing for present needs vs future needs, and Fred answered that the design should go out for around 25 years. Shirese Hursey commented that she would like to see focus groups contain not only people who use the Library, but also people who do not. It is estimated that the building program process will take six to eight months.

Drew Kenton presented the 2021-2022 Technology Plan. A Tech Committee team involving people from each department was created. Team members got input from their departments and brought it back to the group to create a robust plan. Drew read to the Board the section of the plan that addressed all the adaptations the Library has made for the pandemic. The Board will be asked to approve the Plan in January.

Celeste Choate presented Chapter 2, Governance and Administration, and Chapter 5, Building Infrastructure and Maintenance, from *Serving Our Public 4.0 Standards for Illinois Public Libraries*, to meet the requirements for the Per Capita Grant. The Library meets or is making progress towards meeting the standards in both chapters. From Chapter 2, Celeste talked about Board advocacy and Board professional development, offering ways for the Board to participate in both. For Chapter 5, Celeste informed the Board that the Library will be hiring a Facilities Manager. The Library does have a capital plan with a schedule of the big items that need to be replaced, like carpeting and the roof. A special reserve fund was created to set aside money for these larger items. Celeste plans to work with the Facilities Manager to create a Capital Asset Plan, which will have the large items, but also include smaller items, as well. Chapter 5 covered ways for libraries to be more environmentally friendly. The Library has taken several steps towards this goal.

#### **ACTION ITEMS (CONSENT AGENDA)**

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

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

#### **ACTION ITEMS (INDIVIDUAL)**

It was moved by Beth Scheid, seconded by Lupe Mejia, and passed by roll call vote to approve Resolution 2020-16 to accept gifts. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Barb Bennett, seconded by Lupe Mejia, and passed by roll call vote to approve the FY21 budget amendment. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Shirese Hursey, seconded by Michael Weissman, and passed by roll call vote to approve the transfer of \$425,000 to The Urbana Free Library  Foundation. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Lupe Mejia, seconded by Shirese Hursey, and passed roll call vote to approve Resolution 2020-17 to approve an Intergovernmental Agreement between Cunningham Township and The Urbana Free Library. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, and Gloria Yen

Nays: None

## **REPORTS OF LIAISON OFFICERS**

### ***Friends of the Library***

Celeste Choate reported that the Friends of the Library may be starting an Etsy store as another way to sell book donations and Library merchandise.

### ***The Urbana Free Library Foundation***

Celeste Choate reported that the response to the Foundation's annual campaign has been good.

### ***Illinois Heartland Library System***

Lupe Mejia reported the Illinois State Library has awarded IHLS \$125,000 for the purchase of e-resources for its members.

IHLS delivery service has continued uninterrupted during phase 3 mitigations. Materials quarantine is still holding at five days.

IHLS is continuing to devote advocacy efforts to school libraries. Lupe is on the Advocacy Committee, and they are especially interested in ways that local libraries can support their school libraries.

## **ADMINISTRATIVE REPORTS**

Celeste Choate reported to the Board that a sub-contractor inadvertently cut through the Library's phone lines. Drew Kenton has worked with the phone company to get two of the Library's main lines working again. There is no definite date for when the lines will be repaired. The Library is sharing the information through a variety of resources. Lupe complimented the Library staff on the high level of customer service during her recent Curbside Pick-up, which was done through email since the phone lines are down.

## **BOARD AND COMMITTEE REPORTS**

Barb Bennett reported for the Nominating Committee that they bring forward Lupe Mejia as the nominee for Secretary *pro tempore*. The Board will vote at the January meeting.

**BOARD PRESIDENT REPORT**

John Thies offered his thanks and compliments to Celeste and the Library staff for a great job maximizing functionality during a tough time.

John congratulated Gloria Yen on the article in the News-Gazette today.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:00 p.m.

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Becky Brown, Recorder

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Barb Bennett, Secretary/Treasurer

Date Approved: \_\_\_\_\_

Supplementary information is available in the Board packet of December 8, 2020.  
This meeting was taped for later broadcast.