

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, November 8, 2022**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, November 8, 2022. The meeting was called to order by the President, Lupe Mejia, at 7:02 p.m.

**ATTENDANCE**

Present: Barb Bennett (by phone), Shirese Hursey, Lupe Mejia, Beth Scheid, Daniel Urban, Michael Weissman, Jane Williams (by phone), and Gloria Yen

Absent: Mark Pelmore

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, and Rachel Fuller

Also present: Lucas Herzog and Lily Wilcock

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

None.

**APPROVE THE AGENDA**

It was moved by Shirese Hursey, seconded by Michael Weissman, and passed unanimously to approve the agenda as presented.

**PUBLIC COMMENT**

None.

**PRESENTATIONS**

Lily Wilcock, a planner with the City of Urbana, presented information from the *Imagine Urbana* study. The team engaged people in many different ways to get a broad view of thoughts and ideas. From the information gathered, they identified five distinct theme categories: Housing and Neighborhoods; City and Community Services; Community Health and Safety; Transportation and Infrastructure; and Cultural and Economic Vibrancy. As the Library looks at the Strategic Plan, staff will use information already gathered for the *Imagine Urbana* study to help the Library understand and meet Urbana residents' needs.

Dawn Cassady presented from *Serving Our Public 4.0 Standards for Illinois Public Libraries* on Chapter 3, Personnel. The Library meets the standards for this chapter.

Dawn Cassady also presented an update on the architect selection process. Two firms responded to the RFQ and both will present at the December Board meeting.

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

Being that Lupe Mejia asked and saw that there were no requests to separate the items, it was moved by Beth Scheid, seconded by Shirese Hursey, and passed by unanimously to approve the consent agenda as presented.

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

It was moved by Barb Bennett, seconded by Jane Williams, and passed unanimously to approve the Ameren invoice.

### **DISCUSSION ITEMS**

Lupe Mejia reminded the Board that one of the requirements of *Serving Our Public 4.0 Standards for Illinois Public Libraries*, Chapter 2, Governance and Administration, is that Board members annually participate in continuing education activities pertinent to libraries and report on these activities to the whole Board. An American Library Association link was shared to give members some ideas for possible topics. Daniel Urban has agreed to help coordinate the process.

Celeste Choate explained that since the Board and the community seem pleased with the current Strategic Plan, it may be advisable to do a refresh of the plan rather than completely restarting the strategic planning process. Staff recommend keeping the current Vision and Mission Statements, doing a community survey, and using information collected community groups, including the Park District and the *Imagine Urbana* team.

### **REPORTS OF LIAISON OFFICERS**

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

The Friends of the Library book sale is November 17 to November 20.

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

Gloria Yen shared that the Foundation Annual Kick Off event will be held at Silvercreek on Tuesday, November 15 from 5pm to 7pm. The Annual Campaign is dedicated to improving the Circulation and audiovisual area. Board members are encouraged to reference the talking points document when talking to donors and to learn more about the annual campaign. Donation brochures will be mailed around November 16.

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

Dawn Cassady reported that IHLS had put out a request to companies for information about the installation and use of an automated materials handling system at the Edwardsville hub. IHLS hopes to have an RFP by June of 2023. This affects The Urbana Free Library because IHLS is thinking that the system will need an external bar code system to sort materials, and TUFL has internal bar codes. IHLS has not made definite plans to move ahead with this, and Dawn will continue to monitor the plans as they develop.

Lupe Mejia mentioned that IHLS Member day is Thursday November 17 and encouraged Board members to take advantage of the sessions.

**ADMINISTRATIVE REPORTS**

Celeste Choate reported on the air handler on the older part of the building. Mike Hannan has been working with Davis Houk to hopefully keep it running through the end of this fiscal year. Dawn Cassady and Mike Hannan are creating a timeline for the process to start the repairs by fall of 2023. Gloria Yen asked if the Library could advocate for funds during the spring legislative session to go towards this project. Celeste answered yes, and they will talk further about who and where to ask.

**BOARD AND COMMITTEE REPORTS**

No report.

**BOARD PRESIDENT REPORT**

No report.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

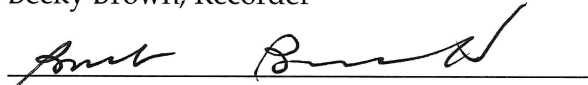
None.

**ADJOURNMENT**

It was moved by Shirese Hursey and seconded by Daniel Urban to adjourned at 8:20 p.m.



Becky Brown, Recorder



Barb Bennett, Secretary/Treasurer

Date Approved: 12/13/2022

Supplementary information is available in the Board packet of November 8, 2022.

This meeting was taped for later broadcast.

