

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, December 13, 2022**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, December 13, 2022. The meeting was called to order by the President, Lupe Mejia, at 6:00 p.m.

**ATTENDANCE**

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

Absent: Barb Bennett

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Kirstin Gebhart, Mike Hannan, Barb Henigman, Donica Swann, Gretchen Webb, and Leon Wilson

Also present: Isela Catania, Lucas Herzog, Joe Huberty, Shawn Kelly, Kristin Richardson, Scott Wachter

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

None.

**APPROVE THE AGENDA**

It was moved by Beth Scheid, seconded by Dan Urban, and passed unanimously to approve the agenda as presented.

**PUBLIC COMMENT**

Beth Scheid spoke about Scott Bennett's service to the Library Board.

**ARCHITECT PRESENTATIONS**

Isela Catania, Joe Huberty, Shawn Kelly, and Kristin Richardson presented on behalf of Engberg Anderson.

Scott Wachter presented on behalf of Isaksen Glerum Wachter.

**ACTION ITEMS (CONSENT AGENDA)**

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

**ACTION ITEMS (INDIVIDUAL)**

After discussion, it was moved by Beth Scheid, seconded by Shirese Hursey, and decided by roll call vote to select the architectural firm of Engberg Anderson. Votes were as follows:

Isaksen Glerum Wachter: Shirese Hursey and Jane Williams

Engberg Anderson: Lupe Mejia, Mark Pelmore, Beth Scheid, Dan Urban, and Gloria Yen

Abstain: Michael Weissman

It was moved by Gloria Yen, seconded by Dan Urban, and passed unanimously to approve Resolution 2022-14 authorizing Celeste Choate to negotiate an agreement with Engberg Anderson.

It was moved by Beth Scheid, seconded by Jane Williams, and passed unanimously to approve the revised Leave Policy.

It was moved by Michael Weissman, seconded by Jane Williams, and passed unanimously to approve the revised Schedules Policy.

It was moved by Dan Urban, seconded by Beth Scheid, and passed unanimously to approve the revised EEO & Antidiscrimination Policy.

It was moved by Jane Williams, seconded by Dan Urban, and passed unanimously to approve the revised 3D Printing Service Policy.

It was moved by Jane Williams, seconded by Michael Weissman, and passed unanimously to reaffirm the Meeting Room Policy.

It was moved by Beth Scheid, seconded by Mark Pelmore, and passed unanimously to approve the Ameren invoice for \$13,216.68.

## **STAFF PRESENTATIONS**

Leon Wilson presented the draft Technology Plan to the Board, highlighting what has been accomplished from the past plan and future ideas in the draft plan.

Mike Hannan presented from *Serving Our Public 4.0 Standards for Illinois Public Libraries* on Chapter 5, Building Infrastructure and Maintenance. The Library meets the standards for this chapter.

Donica Swann presented from *Serving Our Public 4.0 Standards for Illinois Public Libraries* on Chapter 6, Safety. The Library meets the standards for this chapter.

Gretchen Webb presented from *Serving Our Public 4.0 Standards for Illinois Public Libraries* on Chapter 8, System Member Responsibilities and Resource Sharing. The Library meets the standards for this chapter.

Kirstin Gebhart presented from *Serving Our Public 4.0 Standards for Illinois Public Libraries* on Chapter 13, Marketing, Promotion, and Collaboration. The Library meets the standards for this chapter.

## **DISCUSSION ITEM**

Celeste Choate explained the timeline for the refresh process for the Strategic Plan. The Library will be working with Amanda Standerfer.

## **REPORTS OF LIAISON OFFICERS**

### *Friends of the Library*

The Friends of the Library hosted a small thank you party for people that helped with book sales.

### *The Urbana Free Library Foundation*

Kirstin Gebhart reported that the Foundation raised over \$2,500 at the Kick-Off Event last month, and they are grateful for the continued generosity of the community. They have implemented sending hand written notes to show appreciation to particularly engaged donors and for donations over \$1,000. The Foundation's application to the Freeman Trust was submitted last month, and the grant was awarded. The Foundation will be featured in the News-Gazette's special holiday section devoted to giving.

### *Illinois Heartland Library System*

Dawn Cassady reported that IHLS has launched a new website. They are integrating more with L2: Library Directory and Learning Calendar. Dawn encouraged those that don't have an L2 login to ask for help obtaining one.

## **ADMINISTRATIVE REPORTS**

No report.

## **BOARD AND COMMITTEE REPORTS**

No report.

## **BOARD PRESIDENT REPORT**

No report.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

None.

## **ADJOURNMENT**

It was moved to adjourned at 7:57 p.m.



Becky Brown, Recorder



Gloria Yen, Secretary *pro tempore*

Date Approved: 01/10/2023

Supplementary information is available in the Board packet of December 13, 2022.  
This meeting was taped for later broadcast.