

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, July 11, 2023**

**CALL TO ORDER**

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, July 11, 2023. The meeting was called to order by the President, Lupe Mejia, at 7:03 p.m.

**OATH OF OFFICE**

Gloria Yen administered the oath of office to Rob Bennett and Liz Sands.

**ATTENDANCE**

Present: Erica Bellina, Rob Bennett, Lupe Mejia, Mark Pelmore, Liz Sands, Beth Scheid, Dan Urban, and Gloria Yen

Absent: Shirese Hursey

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

Also present: Danielle Chynoweth, Stepheny McMahon, and Anna Seaman

**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**

Danielle Chynoweth spoke in favor of Cunningham Township working with the City of Urbana and the Library to develop the lots at the corner of Race Street and Green Street.

**PRESENTATIONS**

Stepheny McMahon spoke to the Board about the ideas that the City of Urbana might like to implement on the two corner lots based on the Downtown Public Realm Study. They hope to put a shipping container stage on the north lot and picnic tables, games, and an interactive sculpture on the south lot.

Dawn Cassady gave updates on the Building Program; the circ/AV remodel, which is on hold until the FY23 fund balance is known; and the east air handler project, which could be up to a year to finish.

Celeste Choate gave an update on the Strategic Plan. Over 700 people responded to the survey. The collected information will go to the Management Team for recommendations, and then to

the Board for their input. Celeste explained for the new Board members that the Board had decided to refresh the current Strategic Plan, rather than writing a new one.

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

Being that Lupe Mejia asked and saw that there were no requests to separate the items, it was moved by Mark Pelmore, seconded by Rob Bennett, and passed by unanimously to approve the consent agenda as presented.

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

It was moved by Gloria Yen, seconded by Dan Urban, and passed unanimously to approve the FY24 Board Officers with Lupe Mejia as President, Beth Scheid as Vice-President, Dan Urban as Secretary/Treasurer, and Erica Bellina as Secretary *pro tem*.

It was moved Beth Scheid, seconded by Erica Bellina, and passed unanimously to accept Resolution 2023-13 to thank Gloria Yen for her years of service.

It was moved by Dan Urban, seconded by Gloria Yen, and passed unanimously to approve the appointment of Becky Brown and Celeste Choate as the Library's FOIA officers.

It was moved by Beth Scheid, seconded by Erica Bellina, and passed unanimously to approve the FY24 budget amendments.

It was moved by Mark Pelmore, seconded by Dan Urban, and passed unanimously to accept the General Benefit Policy updates.

It was moved by Beth Scheid, seconded by Gloria Yen, and passed unanimously to approve the Constellation invoice for \$11,561.70.

#### **DISCUSSION ITEM**

Beth Scheid gave a presentation on Media Literacy. She explained what it is, how Finland does it well, and what is being done in the U.S. She shared questions that people should ask themselves when interacting with media, and she provided resources with further information.

Celeste Choate discussed the draft of the State-required Annual Report. The Board will vote to accept the Annual Report at the August meeting, before it is presented to City Council, which is also required.

#### **REPORTS OF LIAISON OFFICERS**

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

Celeste Choate reported that the Friends book sale earned around \$4,000.

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

Gloria Yen reported that the Foundation purchased new furniture for the Children's Department. A Directors and Liability insurance provider has been selected. The Foundation Board voted to renew Bob Switzer's seat on the Board for a second three-year term. The Foundation Board is still seeking new members. Officers were elected for one-year terms:

Elizabeth Rockman as President, Karla Moeller as Vice-President, Kara McKinn as Treasurer, and Katie Boyle as Secretary. As of June 16, the Foundation had raised just over \$88,000.

*Illinois Heartland Library System*

None.

**ADMINISTRATIVE REPORTS**

None.

**BOARD AND COMMITTEE REPORTS**

None.

**BOARD PRESIDENT REPORT**

After discussion, Lupe Mejia appointed liaison officers, Liz Sands for the Friends of the Library, Daniel Urban for the Foundation, and Rob Bennett for IHLS.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURNMENT**

It was moved by Erica Bellina and seconded by Gloria Yen to adjourn at 8:30 p.m.

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Becky Brown, Recorder

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Daniel Urban, Secretary/Treasurer

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

Supplementary information is available in the Board packet of July 11, 2023.

This meeting was taped for later broadcast.