

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, August 8, 2023**

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, August 8, 2023. The meeting was called to order by the President, Lupe Mejia, at 7:00 p.m.

OATH OF OFFICE

Dan Urban administered the oath of office to Brandyn Mason.

ATTENDANCE

Present: Erica Bellina, Rob Bennett, Brandyn Mason, Lupe Mejia, Liz Sands, Beth Scheid, and Dan Urban

Absent: Shirese Hursey and Mark Pelmore

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

Also present: Brie Gaspar and Elizabeth Rockman

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

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

PUBLIC COMMENT

None.

PRESENTATIONS

Elizabeth Rockman spoke to the Board about The Urbana Free Library Foundation, explaining that the Foundation complements the work of the Library Board, but is a separate 501 (c)(3) with its own bylaws. They are recruiting new members and will be participating in a strategic thinking event this fall. They are applying for the Common Ground Food Co-op's Round Up For Good program again this year. In FY23, the Foundation raised \$88,000 and funded forty-two various Library programs.

Celeste Choate gave updates on the building projects and the Building Program. Dawn Cassady and Brian Robertson are continuing to work with Engberg Anderson on the Building Program. Next steps: the Management Team and then the Library Board. Dawn Cassady is also continuing to work with IMEG to develop the design and bid process for the new air handler. The circ/AV remodel is on hold until the FY23 fund balance is known.

Lupe Mejia and Celeste Choate gave an update on the Strategic Plan. Lupe explained that the current Strategic Plan is being refreshed rather than a new plan being created. Part of the refresh process is the recommendation of the Management Team to take the four original plan pillars and merge them into three. Celeste explained that when the Management Team met with Amanda Standerfer, it was suggested that Enhance be moved to the front of the list, and that Enrich and Empower be combined, creating the “formula” Enhance + Embrace = Empower. If the plan is ready, it will come before the Board at the September meeting, and be voted on at the October meeting. Celeste suggested that the plan timeline could be changed to run with the calendar year rather than the fiscal year to help with budgeting.

ACTION ITEMS (CONSENT AGENDA)

Being that Lupe Mejia asked and saw that there were no requests to separate the items, it was moved by Dan Urban, seconded by Erica Bellina, and passed by unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved Erica Bellina, seconded by Brandyn Mason, and passed unanimously to approve the annual report to the City of Urbana per 75 ILCS 5/4-10.

Beth Scheid was given the Chair to read Resolution 2023-14. It was moved by Liz Sands, seconded by Rob Bennett, and passed unanimously to approve Resolution 2023-14 to thank Lupe Mejia for her years of service. The Chair was passed back to Lupe Mejia.

It was moved by Beth Scheid, seconded by Dan Urban, and passed unanimously to approve the Constellation invoice for \$11,661.35.

DISCUSSION ITEM

Erica Bellina gave a presentation on Early Literacy and Libraries, giving statistics on the positive impact of reading to children. She gave examples of ways that the Library helps with literacy such as putting books in children’s hands and providing opportunities for children to hear books read aloud.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Liz Sands reported that the Friends of the Library did not meet last month. Their next meeting will be her first meeting, and the next book sale will be on the agenda.

The Urbana Free Library Foundation

Daniel Urban reported that the Foundation signed an agreement this past month for liability insurance coverage, and that they have been working with Martin Hood to update their bookkeeping. The Foundation is also hosting two author talks for the upcoming Pygmalion Festival.

Illinois Heartland Library System

None.

ADMINISTRATIVE REPORTS

None.

BOARD AND COMMITTEE REPORTS

Erica Bellina and Mark Pelmore have been reviewing the Board bylaws. There was discussion about term limits for officers. Erica and Mark will communicate with Celeste Choate about changes to the bylaws incorporating suggested term limits and the new language that is required by law about meeting attendance. The updated by-laws will be presented to the Board for a vote.

BOARD PRESIDENT REPORT

Lupe Mejia appointed Erica Bellina and Brandyn Mason to be on the nominating committee.

Lupe expressed her appreciation for what she has learned as she has served on the Board. She wanted to leave the Board with a thought, which is her appreciative inquiry approach, encouraging the Board to look at what is being done right and how to build on that, rather than starting with what is going wrong.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

At 7:59 p.m., it was moved by Beth Scheid, seconded by Rob Bennett, and approved by roll call vote to move into closed session for the semi-annual review of minutes lawfully closed pursuant to 5ILCS 120/2 (c) (21) and the approval of destruction of verbatim records pursuant to 5ILCS 120/2.06 (c) (1) (2). Votes were as follows:

Ayes: Erica Bellina, Rob Bennett, Brandyn Mason, Lupe Mejia, Liz Sands, Beth Scheid, and Dan Urban

Nays: None.

At 8:18 p.m. the Board moved back into open session by roll call vote. Votes were as follows:

Ayes: Erica Bellina, Rob Bennett, Brandyn Mason, Lupe Mejia, Liz Sands, Beth Scheid, and Dan Urban

Nays: None.

ACTION ITEMS (INDIVIDUAL)

It was moved by Dan Urban, seconded by Brandyn Mason, and passed unanimously to approve the closed session minutes from February 14, 2023.

It was moved by Liz Sands, seconded by Brandyn Mason, and passed unanimously to approve to open the closed session minutes of February 14, 2023.

It was moved Rob Bennett, seconded by Beth Scheid, and passed unanimously to approve the destruction of the verbatim record of the February 8, 2022, closed session.

ADJOURNMENT

It was moved by Brandyn Mason and seconded by Erica Bellina to adjourn at 8:22 p.m.



Becky Brown, Recorder



Daniel Urban, Secretary/Treasurer

Date Approved: 9/12/23

Supplementary information is available in the Board packet of August 8, 2023.
This meeting was taped for later broadcast.