

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, May 9, 2023

CALL TO ORDER

The Urbana Free Library Board of Trustees met in the Lewis Auditorium of The Urbana Free Library on Tuesday, May 9, 2023. The meeting was called to order by the President, Lupe Mejia, at 7:03 p.m.

ATTENDANCE

Present: Erica Bellina, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, Dan Urban, Jane Williams (by phone), and Gloria Yen

Absent: Barb Bennett

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

Also present: Stepheny McMahan, Ibrahim Ouedraogo, Sarah Unruh, and Darius White

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

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

PUBLIC COMMENT

None.

PRESENTATIONS

Stepheny McMahan gave a presentation on the Urbana Downtown Public Realm Study. They are looking at cheaper, lighter, quicker projects first, before they invest in permanent infrastructure. Some of those quicker projects could involve the Library's corner lots on Race and Green.

Sara Bennett presented on the rehousing of the Stephen Storch negative collection, explaining the four parts of the process. The Archives will focus on digitizing the many years of Cotillion negatives, several of which included Board member Shirese Hursey.

Dawn Cassady updated the Board on building projects and the Building Program. The Library received the rough costs estimate from Engberg Anderson for the Circulation and Megan's Room remodel. Staff also met with Engberg Anderson to work on the Building Program. The Library has given IMEG the go ahead to start the Request for Proposal process for the air handler system. Due to length of the process and supply chain issues, the actual work may not start until fall of 2024.

Celeste Choate updated the Board on the Strategic Plan process. A community survey and registration for focus groups are on the Library's website. The Management Team will review the information gathered and bring a draft plan to the Board in August or September.

Celeste explained to the Board the updated FY24 budget, talking about fund balances, looking for grant opportunities, and the Foundation's potential involvement with fundraising and money that has already been donated to them. Since the majority of the Library's revenue comes in after property taxes are collected twice a year, the Library always look well-funded at the end of the fiscal year, but that revenue is used during the next fiscal year until the next allotment of tax revenue is received.

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 Shirese Hursey, and passed by unanimously to approve the consent agenda as presented.

ACTION ITEMS (INDIVIDUAL)

It was moved by Beth Scheid, seconded by Gloria Yen, and passed unanimously to approve the list of regularly scheduled monthly Board meetings for FY24 as presented.

It was moved by Shirese Hursey, seconded by Mark Pelmore, and passed unanimously to approve the annual review and designation of non-resident card fees.

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

It was moved by Shirese Hursey, seconded by Jane Williams, and passed unanimously to approve the FY23 budget amendments.

It was moved by Erica Bellina, seconded by Jane Williams, and passed unanimously to approve the VI-E Leave Policy May 2023.

It was moved by Beth Scheid, seconded by Gloria Yen, and passed unanimously to approve the VI-Q Whistleblower Policy May 2023.

It was moved by Shirese Hursey, seconded by Dan Urban, and passed unanimously to approve Resolution 2023-09 accepting the ARPA Grant Intergovernmental Agreement.

It was moved by Jane Williams, seconded by Shirese Hursey, and passed unanimously to approve the Davis Houk invoice for \$11,975.85.

DISCUSSION ITEM

Gloria Yen gave a presentation on Income Inequality and Libraries. She explained the impacts of income inequality and ways that libraries serve on the front lines of addressing this issue.

REPORTS OF LIAISON OFFICERS

Friends of the Library

Celeste Choate reported that the Friends book sale will be June 22 through June 25. The new auditorium tables were purchased with funds raised by the Friends of the Library.

The Urbana Free Library Foundation

Gloria Yen reported that the Foundation is accepting applications for new Board members, so encouraged people to apply. As of May 1, the Foundation has raised just over \$86,000 in FY23.

Illinois Heartland Library System

Dawn Cassady reported that the IHLS FY24 budget and operational plan are on their website, and IHLS is asking for feedback.

ADMINISTRATIVE REPORTS

Celeste Choate praised staff for all of the hard work and teamwork that has gone into the new front-of-the-house and back-of-the-house organizational model.

BOARD AND COMMITTEE REPORTS

No report.

BOARD PRESIDENT REPORT

Lupe Mejia asked the Board to share the Library's community survey with their social and personal networks. She also asked Board members to help get the word out that the Board is looking for new Board members.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

It was moved by Beth Scheid and seconded by Shirese Hursey to adjourn at 8:42 p.m.



Becky Brown, Recorder



Gloria Yen, Secretary *pro tempore*

Date Approved: June 13, 2023

Supplementary information is available in the Board packet of May 9, 2023.

This meeting was taped for later broadcast.