

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, January 12, 2021**

CALL TO ORDER

The Urbana Free Library Board of Trustees met via Zoom on Tuesday, January 12, 2021. The meeting was called to order by the President, John Thies, at 7:00 p.m. John cited the State Executive Orders which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic.

ATTENDANCE

Present: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Staff present: Becky Brown, Dawn Cassady, Celeste Choate, Rachel Fuller, Donica Martin, and Amanda Standerfer

Also present: Brianna Gaspar and Joe Lightcap

ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA

None.

APPROVE THE AGENDA

It was moved by Shirese Hursey, seconded by Beth Scheid, and passed by roll call vote to approve the agenda as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

PUBLIC COMMENT

None.

PRESENTATIONS

Joe Lightcap, from Baker Tilly, presented a high level overview of the two reports for the FY20 audit, the audited Financial Statements and the Recording and Insights letter. Joe said that Baker Tilly issued a clean or unmodified opinion on the Library's financial statements, which is the highest level of assurance that can be gained from independent auditors. He reminded the Board that Baker Tilly works for them and showed them where to find contact information in the Executive Summary of the Recording and Insights document.

Celeste Choate gave the Board a presentation on the Budget Planning process. The budget is built around the Strategic Plan pillars, focusing on the vision and mission of the Library. Part of the process is bringing budget requests to the Foundation. A draft budget will be presented to the Board in March for approval at the April meeting. Then the Library's budget is

incorporated into the City's budget. City Council does budget approvals in May and June. Celeste explained the differences between the 802, 810, and 820 funds. She also explained considerations that are affecting this year's budget and next year's budget. Now that the Strategic Plan is finished, the Library will be updating the Financial Plan.

ACTION ITEMS (CONSENT AGENDA)

Being that John Thies asked and saw that there were no requests to separate the items, it was moved by Michael Weissman, seconded by Jane Williams, and passed by roll call vote to approve the consent agenda as presented. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

ACTION ITEMS (INDIVIDUAL)

It was moved by Michael Weissman, seconded by Barb Bennett, and passed by roll call vote to elect Lupe Mejia as Secretary *pro tempore*. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Beth Scheid, seconded by Lupe Mejia, and passed by roll call vote to approve the Technology Plan January 2021-January 2022. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Lupe Mejia, seconded by Jane Williams, and passed by roll call vote to approve the payment of the Champaign Public Library invoice for \$22,541.93. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Shirese Hursey, seconded by Barb Bennett, and passed roll call vote to accept The Urbana Free Library Annual Financial Report. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Barb Bennett, seconded by Jane Williams, and passed by roll call vote to approve the Circulation and Interlibrary Loan Policy revision. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Gloria Yen, seconded by Shirese Hursey, and approved by roll call vote to amend the extended COVID-19 leave time benefits to include more inclusive gender neutral language. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

It was moved by Beth Scheid, seconded by Shirese Hursey, and approved by roll call vote to extend the COVID-19 leave time benefits as amended. Votes were as follows:

Ayes: Barb Bennett, Shirese Hursey, Lupe Mejia, Mark Pelmore, Beth Scheid, John Thies, Michael Weissman, Jane Williams, and Gloria Yen

Nays: None

REPORTS OF LIAISON OFFICERS

Friends of the Library

Celeste Choate reported that the Friends of the Library may be starting an Etsy store as another way to sell book donations and Library merchandise. Shirese Hursey suggested that the Library may want to consider selling donated craft items, as well as donated books.

The Urbana Free Library Foundation

Celeste Choate reported that the annual campaign has been moving well. The Foundation has been reaching out to thank donors. The Foundation has added a new Board member. The Library will be presenting the draft budget requests to the Foundation this month.

Illinois Heartland Library System

Lupe Mejia reported that although the IHLS Board did not meet in December, the Advocacy committee met today. She told the Board that ILA sent a letter to IDPH asking that public librarians be included in one of the top groups to receive the COVID-19 vaccine. There is also a letter template on the ILA website which can be used by Board members and library directors to make the same request. Celeste will send the template out to interested Board members.

ADMINISTRATIVE REPORTS

Celeste Choate reported that February 26 will be the ILA Central Illinois Legislature Breakfast. She will be sending more information later.

Celeste also reported that as the holiday season passes, the Library is looking at COVID-19 numbers. Conversations are happening about developing plans for reopening once the numbers are safe. There was discussion about the need to continue social distancing and mask wearing even though people are starting to be vaccinated.

BOARD AND COMMITTEE REPORTS

No report.

BOARD PRESIDENT REPORT

No report.

UNFINISHED BUSINESS

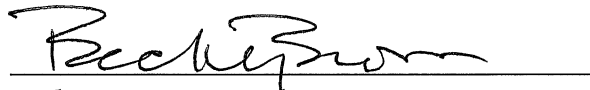
None.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

A handwritten signature in cursive script, appearing to read "Becky Brown", is written over a horizontal line.

Becky Brown, Recorder

Barb Bennett, Secretary/Treasurer

Date Approved: Feb 9, 2021

Supplementary information is available in the Board packet of January 12, 2021.

This meeting was taped for later broadcast.