

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A MEETING OF THE URBANA FREE LIBRARY FOUNDATION AND MINUTES OF A REGULAR MEETING OF THE URBANA FREE LIBRARY BOARD HELD ON TUESDAY, OCTOBER 8, 2002

Board members: Mary Ellen Farrell, Marion Gushee, Kermit Harden, James Quisenberry, Beth present
Scheid, Chris Scherer, Charlie Smyth, and Jane Williams

Absent: Odell Warren

Foundation Board Elizabeth Czys, Tim Durst, Kermit Harden, Joan Hood, Gerri Kirchner, Fred present:
Schlipf, and Susan Stone

Library staff present: Debra Booth, Rebecca Brown, Jean Koch, Barbara Lintner, and Fred Schlipf

Also present: Peggy Henderson and Simon Rosenzweig

FOUNDATION MEETING

The Urbana Free Library Foundation met in the auditorium of The Urbana Free Library on October 8, 2002. The meeting was called to order by Vice-President Tim Durst at 7:09 p.m.

It was moved by Kermit Harden, seconded by Susan Stone and passed unanimously that the construction bid submitted by Roessler Construction Company be accepted.

Members present raised questions about the use of funds made available by the fact that the low bid was about 10 percent below estimates. Initially, these funds will be used to increase available contingency funds. At the end of construction, remaining contingency funds will be used for furniture, fixtures and equipment, or other library capital purposes.

Upon motion duly made, the Foundation Board meeting adjourned at 7:45 p.m.

LIBRARY BOARD MEETING

The Urbana Free Library Board of Trustees met at a regular meeting held in the auditorium of The Urbana Free Library on October 8, 2002. The meeting was called to order by Board President Kermit Harden at 7:48 p.m.

It was moved by Chris Scherer, seconded by Charlie Smyth, and passed unanimously that the minutes of the meeting held on September 10, 2002, be approved as mailed.

It was moved by Charlie Smyth, seconded by Mel Farrell, and passed unanimously that the following bills be approved retrospectively for payment:

September 11, 2002 – General Fund, \$17,748.62; Trust Fund, \$3,031.27; Documents Fund, \$768.00; Publications Fund, \$214.49; Grant Fund, \$437.95.

September 25, 2002 – General Fund, \$24,115.14; Trust Fund, \$478.12; Documents Fund, \$14.94; Publications Fund, \$295.09.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

Earlier in 2002, two companies undertook to make carpet and paint repairs, but no contracts were submitted or signed. With the expansion now taking place, the repairs will not be pursued.

Education and Training

No report.

Finance

No report.

Friends of The Urbana Free Library

The book sale was a success, bringing in \$11,349. More books and more elbowroom at Lincoln Square helped tremendously. Lincoln Square will receive 5 percent of the sale, which seems quite reasonable. People seemed to come from greater distances for this sale, and there was speculation that handing out flyers about the sale at the Sweet Corn Festival paperback sale may have drawn from outlying towns.

Lincoln Trail Libraries System

Epixtech will eventually stop supporting their Dynix automation system and will be offering a low-cost transition to their Horizon system. Lincoln Trail is forming a committee to look into this, and Fred Schlipf has offered to be on it to help express the public library needs of an automation system.

Chris Scherer attended the October 1 Trustees Workshop held at Lincoln Trail. He found it very informative and enjoyable. Topics included library law, ethic standards of trustees, advocacy, budgeting, budgeting for web sites, and graphic novels. He encouraged all trustees to attend such workshops, and he suggested that the library look into doing a similar workshop for Urbana Free Library trustees. There is a two-hour videotape that Lincoln Trail can make available.

Long Range Planning

It was moved by Charlie Smyth, seconded by Jane Williams, and passed unanimously that the construction bid submitted by Roessler Construction Company be accepted.

There was some question of how change orders will be handled and who will be approving them.

Policy

A couple of outstanding circulation policy issues have resolved themselves as the Illinois State Library has posted more interpretation and rules and regulations.

Business cards can now be issued the same way that resident users cards are issued. Each business card will be in the name of the owner or a principal of the business and will not be marked to indicate that it is a business card. Instead of maintaining lists of authorized users for business cards, the library will simply honor cards when they are presented.

Another State Library policy relates to non-resident patrons who move from one non-resident address to another, in the process changing from the assigned non-resident area of one library to the assigned area of another library. A library card purchased at the patron's former address will be honored until it expires. Then the patron will need to purchase a new card at the library serving the assigned non-resident area in which he or she resides.

TRUSTEE REPORTS

Marion Gushee was introduced as the newest member of the Board of Trustees.

ADMINISTRATIVE REPORTS

Executive Director

The piano and the rear projection television need to find new homes before construction gets too far underway. The plan is to store the piano either in a warehouse or a staff member's home during construction. Deb Booth is contacting various non-profit organizations about a new home for the TV.

Adult Department

The Urbana Free Library is fully staffed, giving Deb Booth a chance to get at other things that need her attention.

Children's Department

Barb Lintner reported that the Children's Department has started using the Phillips Recreation Center for Babies' Laptimes and Thursday Funfares. These programs have been well attended even in the new location. Parking can be a problem. Patrons did check out books brought over by a shelver and also left books with the shelver to be returned to the library. Some patrons stayed and played on the playground equipment at the recreation center. The Library purchased two rugs for patrons to sit on during the programs. The Park District will allow us to store program props in their building, so staff won't need to haul things back and forth. Summer programs will be a problem because the Park District makes heavy uses their space at the Phillips Center for summer camps, and library staff members are exploring other possibilities.

Special Collections

Jean Koch reported that the Urbana High School class of 1942 gave the Archives \$600 for the purchase of materials.

The Genealogy class will end on October 31 and has been well attended.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 8:27 p.m.

After the meeting, Peggy Henderson of the League of Women Voters distributed copies of the new 2002-2003 edition of *Who's Who in Government*.

Becky Brown, Recording Secretary