

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JANUARY 14, 2003

Present: Mary Ellen Farrell, Kermit Harden, James Quisenberry, Beth Scheid, Chris Scherer, Charlie Smyth, and Jane Williams

Absent: Marion Gushee and Odell Warren

Staff present: Debra Booth, Becky Brown, Jean Koch, Barbara Lintner, and Fred Schlipf

Also present: Simon Rosenzweig

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on January 14, 2003. The meeting was called to order by the president, Kermit Harden, at 7:30 p.m.

It was moved by Chris Scherer, seconded by Jane Williams, and passed unanimously that the minutes of the meeting held on November 12, 2002, be approved as mailed.

The Board reviewed the method for retrospective approval of bills. When the Board of Trustees adopts the budget, it is approving the expenditures for the line items. Bills are paid from approved line items. When the Board asks questions about specific bills at its monthly meetings, it spots checks expenditures for appropriateness and can provide feedback on areas that may be of concern. The budget is revised three times a year, and at these times the Board reviews and may alter budget projections to meet changing situations.

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

November 20, 2002 – General Fund, \$26,748.04; Trust Fund, \$1,212.14; Documents Fund, \$695.53; Publications Fund, \$1,168.11.

December 4, 2002 – General Fund, \$17,957.70; Trust Fund, \$455.94; Documents Fund, \$50.00; Publications Fund, \$405.93.

December 18, 2002 – General Fund, \$25,130.49; Trust Fund, \$299.41; Publication Fund, \$387.74.

January 2, 2003 – General Fund, \$13,862.32; Trust Fund, \$196.99; Documents Fund, \$50.00; Publication Fund, \$119.21.

COMMITTEE REPORTS

Automation

The Lincoln Trail Libraries System is continuing to pursue the possible migration from Dynix to Horizon. The member libraries are hoping for good basic service and functionality. There is some concern about Horizon both because the product was developed for use in academic settings rather in public libraries, and because it may not be suited to the needs of a consortium. The Urbana staff are concerned that Horizon may not be designed for high-speed use characteristic of public libraries. The Board questioned the approach of releasing an RFP to only one vendor and not to the general vendor population. It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the Board request Lincoln Trail Libraries System to send out a public RFP to the general vendor population for the purposes of getting the best possible system. The Board was concerned that lower cost be weighed against possible reduced functionality or speed.

Debra Booth warned the Board that Lincoln Trail experimentation with e-mail pre-overdue notices has employed wording that many users have found offensive. The Urbana staff are suggesting some changes that will make clear that the notices are simply a courtesy and not a demand. There are also issues of timing, particularly of notices for entertainment videos, which may arrive within hours of the times the videos are borrowed. The staff hope is that the bugs will be worked out soon, and the notices will serve the helpful purpose for which they were intended.

Building and Grounds

The Board discussed ways to keep informed of what is happening with construction. The Urbana Free Library web site has frequent notices on developments, and previous notices are retained to provide a log of events. The Adult Reference staff has stopped taking reservations for the display board at the top of the steps, and after this month that space will be used to provide construction updates for library patrons. Charlie Smyth plans to attend the construction coordination meetings about once a month, so that he can give the Board a report.

Education and Training

No report.

Finance

Debra Booth presented the proposed December budget revisions. Money was moved from the building maintenance repair line to the temporary help line to cover the expenses of moving the piano, unloading shelving from a delivery truck, and hiring the Pinkerton security guard services. The CD-ROM products line was lowered to increase the online/database products, because more and more is becoming available online. Deb is working on organizing line items into ways that are more useful for what is required on state reports.

Due to fiscal pressures, the city is asking the library to under spend wherever possible. Because circulation has decreased slightly during construction, the staff are taking a wait-and-see approach to filling a couple of half-time positions. Unfortunately, compensating financial effects include a drop in revenue from copiers and a reduction in fine income.

Mr. Patel from the Historic Lincoln advised the library that the hotel would be putting up more no parking signs in their parking lot. The intent is not to tow library patrons unless the lot is full and the parking is needed for hotel customers. Library patrons are specifically asked not to use that lot. Fred Schlipf brought up the idea of having the city place parking meters on the row nearest the library and give the revenue to the Historic Lincoln.

It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the December budget revisions be approved.

Friends of The Urbana Free Library

The Friends of The Urbana Free Library are raising the annual membership fee from \$5.00 to \$10.00, which will cover the cost of mailing the newsletter and allow them to raise extra funds. There was some discussion about how many people join the Friends to get into the members-only book sale and may not really be interested in receiving the monthly newsletter. One possibility would be to give members an e-mail option with an online link to the newsletter. Another thought was to revise the membership letter to ask people when they join if they want to receive the newsletter.

Lincoln Trail Libraries System

Discussion during the *Automation Committee* report covered the Lincoln Trail Libraries System report.

Long-Range Planning

The staff are trying to determine a figure for the impact of construction on library use statistics, but it is difficult to do so because the situation changes monthly. For example, because the library was closed for a week at the end of December due to a massive book move, the staff can only project what use might have been under other circumstances.

Debra Booth did a tremendous job organizing the December book move, which was necessary to create space for the temporary partitions in the 1975 addition. During the move, less circulated books were moved to temporary shelving in the auditorium. Signs will be posted to inform patrons that books placed in temporary storage are available when requested. So far, the Children's Department has suffered the most disruption from the construction, because the entire department is in the 1975 addition.

Workers excavating the site for the new transformer behind the Winkelmann Building discovered a buried fuel oil tank, but it turned out to be full of water, and the EPA found no soil contamination.

The staff reviewed forthcoming interruptions of service and access. One of the next projects will be bringing water pipes across Elm Street, making it necessary to close Elm Street for a period of time. The window walls won't be coming down for another month or so. The Children's Department may need to be closed again for a day or two to install a heating duct.

Once the ramp entrance to the Children's Department is closed there will be only one way to enter and leave that department, which could be a problem in the case of a fire. The library has asked the architects to consider a way to provide a temporary emergency exit. One possible solution is to schedule some one in Archives in the evenings. If the fire alarm goes off, the staff person could open the Archives door and allow people to leave through that exit.

The *News-Gazette* article on coffee shops in libraries implied that the Urbana library is serious planning to have one, when in reality Fred Schlipf told the reporter merely that the building design would permit one if the library decides to install one in the future.

The architects will attend the February Board meeting to show Board members color boards with a possible selection of colors for carpets, paint, tile, stain, trim, etc. The only decision that has already been settled is the surface in the elevator. .

Fred Schlipf proposed serving coffee in the front rooms on really snowy days as a courtesy to the patrons. The logistics of this are still to be worked out, however.

Policy

The Circulation desk had a woman strongly protest the library's policy of asking for an alternative address before issuing a library card. She felt this was an intrusion on her privacy, and she questioned the legality of the policy. Her preference was to leave a credit card number that could be used in case she didn't return materials. She asked that Debra Booth put in writing on her application that the library had refused her card based on this policy. There is a possibility that she may approach the Board with her protest.

TRUSTEE REPORTS

The Foundation has taken a break over the holiday season. It will meet at the end of January and then plans to meet every 3 months. At the time of the groundbreaking ceremony, the Foundation was short about \$90,000 of meeting its goal, and it now needs a little less than \$70,000. There is over a year left to meet the goal, and the Foundation is not concerned.

A surprising number of people have contributed a second time.

Geri Kirchner is continuing to wind down her responsibilities and plans to be finished in March. There has been some talk about who will handle the bits and pieces that will come up once she has completed her work. Geri has set up a well-designed database that will help make the transition smoother. One thing Geri and the Foundation still need to address is donor recognition.

ADMINISTRATIVE REPORTS

Executive Director

Covered in the report of the *Long-Range Planning Committee*.

Adult Department

No report.

Children's Department

Barbara Lintner thanked Debra Booth for organizing the massive book move in the Children's Department, which involved moving most books twice and some three times.

The Children's Department will be going out to do preschool visits this month and through the month of February. Janet Robinson will be doing the most of them.

The Department will be one person short for about 6 weeks while Lynn Ward recovers from surgery.

Special Collections

The Archives also had one person, Jean Gordon, out because of surgery. Part of her recovery time coincided with the time that the Library was closed. She was missed during her absence. Jean Koch mentioned that the Winkelmann building toilets are also missed. It is a long trek in the cold to come over to the main building, climb the stairs, and wait in line.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 8:53 p.m.

Becky Brown, Recording Secretary