

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, FEBRUARY 11, 2003

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

Absent: Mary Ellen Farrell, Marion Gushee, and Odell Warren

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

Also present: Riley Glerum, Peggy Henderson, Simon Rosenzweig, Mayor Tod Satterthwaite, and Scott Wachter.

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on February 11, 2003. The meeting was called to order by the president, Kermit Harden, at 7:32 p.m.

It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the minutes of the meeting of January 14, 2003, be approved as mailed.

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

January 15, 2003 – General Fund, \$26,524.48; Trust Fund, \$680.84; Documents Fund, \$287.63; Publications Fund, \$948.44.

January 29, 2003 – General Fund, \$29,067.02; Trust Fund, \$464.62; Documents Fund, \$50.00; Publication Fund, \$422.38.

### **Budget Issues**

Mayor Satterthwaite distributed copies of the summary pages of the City's *Plan Modifications & Highlights*.

The city is expecting that its revenues for the 2003/2004 fiscal year will be lower than originally projected. State revenues from income and sales taxes are now expected to decrease by \$400,000 to \$500,000, not including an additional loss of about \$160,000 in sales tax revenue from the closing of Kmart. At the same time, the City expects a major unplanned expense to clean up the City landfill that has been leaching into the Saline creek.

Because of its various decreases in anticipated revenues, the City plans to hold its 2003/2004 budget to a 2 percent increase over the 2002/2003 budget. It asks the Library Board to hold its budget increase to 2

percent as well. Cost-of-living increases will not be as high in the 2003/2004 fiscal year as they have been in recent years, and this will help the City and Library meet the 2 percent goal.

The City has requested that all City departments reduce spending for the current 2002/2003 fiscal year by an additional 2 percent, in addition to usual underspending of some line items, and it has asked the Library Board to achieve similar extra savings.

The City has requested that its departments not send staff to out-of-state conferences during the time of budget shortages. It was the consensus of the Board of Trustees that the Library should also suspend compensation for out-of-state travel costs.

The Library has paid a number of costs associated with construction from its regular operating funds rather than bill them to the construction budget. The Library staff have assumed that these items will apply to the new 2 percent reduction in expenditures requested for the current fiscal year.

Mayor Satterthwaite noted that two construction expenses that still need to be determined are the costs for FF&E and for landscaping. The City has hired a landscaper to prepare a proposed landscape plan for the library, and Fred Schlipf is working on a preliminary estimate of furniture costs.

### **Construction issues**

Fred Schlipf reported that when the contractor begins removing the glass wall and ramp on the north side of the Children's Department, the ramp entrance will be closed for an indefinite period of time. The lack of a ramp entrance will have a major negative impact on users, staff, and deliveries. Options being explored include a mechanized lift in the front of the Library, a steep wooden ramp in front of the Library, a temporary wooden ramp at the north side of the building as soon as a new north door has been installed, an increase in homebound service, and the addition of curbside service.

Fred Schlipf reviewed statistics on the impact of construction activities on library use. Circulation is down by 9 percent and reference use by 8 percent, but the door count is down by 29 percent. In the case of reference services, the staff feel that they have provided relatively more service by telephone and less to users in the library.

### **Decorating issues**

Riley Glerum and Scott Wachter from Isaksen Glerum presented a color board with proposed colors for carpet, ceramic tile, paint, window trim, vinyl wall covering, and counter tops. The Board generally approved but expressed concerns about two areas, including (1) the long-term durability of the carpet proposed for the east reading rooms and foyer and (2) some of the colors and patterns proposed for the Children's Department, particularly the Group Reading Room.

### ***COMMITTEE REPORTS***

No reports.

***ADMINISTRATIVE REPORTS***

No reports.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

None.

***ADJOURNMENT***

Upon motion duly made and seconded, the meeting was adjourned at 9:02 p.m.

Becky Brown, Recording Secretary