

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MARCH 11, 2003

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

Absent: Odell Warren

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

Also present: Peggy Henderson and Simon Rosenzweig

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on March 11, 2003. The meeting was called to order by the president, Kermit Harden, at 7:30 p.m.

It was moved by Jane Williams, seconded by Chris Scherer, and passed unanimously that the minutes of the meeting held on February 11, 2003, be approved as mailed.

It was moved by Chris Scherer, seconded by James Quisenberry, and passed unanimously that the following bills be approved retrospectively for payment:

February 12, 2003 – General Fund, \$18,177.52; Trust Fund, \$748.51; Publications Fund, \$177.65.

February 26, 2003 – General Fund, \$16,112.57; Trust Fund, \$1,516.40, Publications Fund, \$141.27.

COMMITTEE REPORTS

Automation

Lincoln Trails Library System has sent out an 80 page RFP, now called a RFU (request for upgrade). It was the continuing consensus of the Library Board a single-source request is a very poor idea.

Building and Grounds

The electrical supply for the Library will be transferred from the old transformer to the new transformer on March 14. The Library will be closed for the entire day, since it is uncertain when power will be restored and that all technical functions can be immediately reestablished.

A number of the Library's reheat coils were in serious need of cleaning, although Johnson Controls (which does preventive maintenance on the system) had contended this was not necessary. After T'nT Mechanical had cleaned the coils, the comfort level in the Library increased greatly.

Education and Training

No report.

Finance

Mayor Satterthwaite came to the last Board meeting and explained to the Board the financial difficulties the city is facing. This year the City is requesting that the Library underspend its budget by 4 percent. Debra Booth and Fred Schlipf worked out some possible ways this could be done, and they presented their ideas to the Board. Their proposal included (a) not filling one vacant half-time circulation position, since circulation is down by about 8 percent as a result of construction, (b) postponing PC upgrades, (c) not filling one vacant part-time custodial position, since there is little grounds work to do during construction, (d) absorbing construction-related costs into the library's operating funds, including builder's risk insurance, miscellaneous temporary wiring, staff costs for book relocation, costs for movers to relocate heavy furniture, (e) cutting travel and training expenditures, and (f) other underexpending as situations permit.

It was moved by Mel Ferrell, seconded by Beth Scheid, and passed unanimously that the plan to underspend the 2002/2003 budget be adopted as presented.

Friends of The Urbana Free Library

The book sale will be April 25-28, with the Friends pre-sale on Thursday evening, April 24.

Lincoln Trail Libraries System

No report.

Long-Range Planning

The contractor removed the north ramp entrance in early March and hopes to have the new ramp in service by mid-April. After the ramp is reopened, it will be necessary to close it from time to time when stonework is taking place overhead.

Policy

No report.

TRUSTEE REPORTS

The Foundation cancelled the March meeting. Things are starting to wind down.

Jerry Goff, former Board of Trustees member and president, had 6-way bypass surgery earlier this month.

ADMINISTRATIVE REPORTS

Executive Director

The extra work required to manage construction-related activities has fallen especially on Debra Booth, who has organized a variety of projects to relocate books and furnishings.

At the request of Mayor Satterthwaite, Fred Schlipf carried out an analysis of furnishings cost for the expanded library. He estimates the amount to be around \$400,000.

Adult Department

Mary Wilkes Towner was selected by the Illinois State Library as a participant in a yearlong program designed to develop new leadership in the library profession. She was one of 30 librarians chosen statewide to represent public, academic, school and special libraries.

Ten staff members attended an Excel class from 7:00 to 9:00 a.m. on Tuesday and Thursday mornings for 3½ weeks. A member of the Urbana Adult Education staff taught the class for a very reasonable price.

Mary Wilkes Towner and Fred Schlipf are taking their U of I class in adult popular literature on a bus trip to visit the Baker & Taylor facility in Momence on April 14. Board members are welcome to come along.

Fred Schlipf is taking his library buildings class to Chicago suburbs to look at library architecture on April 17 and 18. Board members are invited to attend this trip as well.

Children's Department

On Saturday, March 11, the Children's Department participated in Read Across America at Lincoln Square. It was a very successful program.

The Children's Department has been asked by WILL to participate in the Summer Reading Kick-off at Market Place Mall on May 31.

Fred Schlipf pointed out that the Children's Department has coped with the most adversity during construction.

Special Collections

Jean Koch wrote an article about the Archives last year, which was printed in the Fall issue of the *Forum*, a publication of the Federation of Genealogical Societies. The whole article was reprinted in the *Illinois State Genealogical Society Quarterly*. Excerpts were printed in the February 2003 *Eye on Urbana*, in an article written by Mary Connors.

The Archives received five original mid-19th century Busey letters. Three were written by Samuel Busey and two were written by his father Matthew.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 8:57 p.m.

Becky Brown, Recording Secretary