

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JANUARY 13, 2004

Present: Mary Ellen Farrell, April Getchius, Kermit Harden, Kate McDowell, James P. Quisenberry, Beth Scheid, and Chris Scherer

Absent: Charlie Smyth

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on January 13, 2004. The meeting was called to order by the president, Kermit Harden, at 7:18 p.m.

It was moved by April Getchius, seconded by Beth Scheid, and passed unanimously that the minutes of the meeting held on November 11, 2003, be approved as mailed. There was no December meeting.

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

November 19, 2003 – General Fund, \$17,057.89; Trust Fund, \$642.26; Publications Fund, \$330.18.

December 3, 2003 – General Fund, \$8,070.33; Trust Fund, \$101.20; Publications Fund, \$187.21.

December 17, 2003 – General Fund, \$22,256.52; Trust Fund, \$553.03; Publications Fund, \$451.65.

December 31, 2003 – General Fund, \$40,776.70; Trust Fund, \$975.84; Publications Fund, \$983.55.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

No report.

Education and Training

No report.

Finance

The Board devoted the majority of the meeting to a discussion of the library's ***Five-Year Financial Plan***. A list of fiscal planning topics was distributed to the members of the Board in advance of the meeting.

Topics reviewed included:

- History of the ***Five-Year Financial Plan***. The original ***Five-Year Financial Plan*** was prepared at the City's request to enable the City to anticipate the Library's long-term financial needs. It was a prioritized list intended to be examined and revised annually. During the initial years of the current ***Financial Plan***, the needed improvements were implemented, but the Board withdrew its request for the current fiscal year due to pressures on City funding.
- Appropriate subjects for the ***Five-Year Financial Plan*** and the ***Long-Range Plan***. The ***Long-Range Plan*** is concerned with planning for library services, while the ***Financial Plan*** is designed to make sure that necessary funding is in place.
- Financial responsibilities of the City, the Library, and the Foundation.
- Materials budget. Although the materials budget has not been cut in recent years, expenditures on materials has increased more slowly than other areas of library expenditures, and the percentage of the budget devoted to materials has therefore decreased. The Illinois state standards for public libraries call for spending a minimum of 12 percent of a library budget on materials, and the national standard is a minimum of 15 percent. The Urbana Free Library's expenditures are 10.4 percent. Increasing the materials budget would allow the Library better to keep up with new materials, but would also require continued diligence on the part of staff to weed out dated materials to keep the collection from growing too quickly.
- Staff changes. The Board discussed anticipated administrative and supervisory staff retirements over the next five years and how replacing these staff members will affect the Library's administrative structure and budget.

The Board will continue to group and prioritize items in the ***Five-Year Financial Plan*** for later presentation to the City.

Debra Lissak presented the proposed budget revisions for December. These were presented in January because the Board had not met in December. The December revisions were very minor and did not involve moving money between major budget categories. It was moved by Kate McDowell, seconded by Mel Farrell, and passed unanimously that the December budget revisions be approved.

The Board discussed the auditors' report for the 2002-2003 fiscal year. The auditors made a couple of suggestions, which the staff have implemented.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

No report.

Long-Range Planning

No report.

Policy

No report.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

The Library still does not have a date for closing for the move into the new building.

Adult Department

No report.

Children's Department

No report.

Special Collections

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 8:55 p.m.

Becky Brown, Recording Secretary