

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MARCH 9, 2004

Present: Mary Ellen Farrell, April Getchius, Kermit Harden, Kevin Maxson, James P. Quisenberry, Chris Scherer, and Charlie Smyth

Absent: Kate McDowell and Beth Scheid

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

Also present: Minjie Chen, Peggy Henderson, Bob Kirchner, Gerri Kirchner, Diana Thomson, and Michael-John Voss.

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on March 9, 2004. The meeting was called to order by the president, Kermit Harden, at 7:35 p.m.

A new board member, Kevin Maxson, was introduced.

It was moved by Chris Scherer, seconded by Mel Farrell, and passed unanimously that the minutes of the meeting held on January 13, 2004, be approved as mailed. There was no February meeting.

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

January 14, 2004 – General Fund, \$28,266.67; Trust Fund, \$137.26; Publications Fund, \$361.13.

January 28, 2004 – General Fund, \$12,790.66; Trust Fund, \$157.36; Publications Fund, \$167.13.

February 11, 2004 – General Fund, \$17,011.87; Trust Fund, \$46.05; Publications Fund, \$150.42.

February 25, 2004 – General Fund, \$14,602.11; Trust Fund, \$4,020.62; Publications Fund, \$176.62.

Gerri Kirchner presented the donor recognition plans for brass and marble plaques. Heather Sinclair has gone to great lengths to create designs that will work with the spaces available and be very attractive when installed. Eleven spaces in the Library have been named so far, with the anticipation that more will be forthcoming. Ninety nine percent of the promised contributions have been received, which is an outstanding show of support for the Library and its place in the community. All of the plaques will be put into place at the end of Phase II.

## ***COMMITTEE REPORTS***

### ***Automation***

No report.

### ***Building and Grounds***

Because the library's current telephone system is not compatible with modern wiring practices, Champaign Telephone, which installed all the data wiring for the new building, offered to lend the Library a reconditioned but newer system on an indefinite basis. After the completion of Phase II, the staff propose that the library evaluate available systems and decide whether to upgrade to a new system or continue to use the one on loan.

### ***Education and Training***

No report.

### ***Finance***

Debra Lissak presented the proposed March budget adjustments. It was moved by April Getchius, seconded by Charlie Smyth, and passed unanimously that the budget adjustments be approved as presented.

Because of temporary staffing cuts due to lower use levels during construction, the Library has money that can be used to purchase FF&E items, relieving pressure on the construction budget.

Charlie Smyth is also very interested in setting up an equipment replacement fund. His greatest concern is the old HVAC system. Planning for a replacement during Phase II would allow the two systems to be tied together to make an overall more efficient system.

Charlie Smyth also proposed that the Board consider working into the budget over the next 10 years an increase of 0.25 percent per year in the percentage of the total budget allocated to materials, in order to offset the downward trend of the materials budget in recent years.

Fred Schlipf and Debra Lissak will be meeting with the City about the FY2005 budget at 8:30 a.m. on Wednesday morning, March 24. Any Board members who would like to attend are welcome. A meeting of the Board finance committee will be scheduled prior to the March 24 meeting.

### ***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***

Both the University and the City are closing on Monday July 5, this year, since the Fourth of July falls on a Sunday. Fred Schlipf asked the Board their opinion about also closing the Library on both July 4 and 5. The effect will be an extra half day of vacation for staff who receive benefits, but there will be no cost to the library. The Board agreed that it was a good idea.

***Adult Department***

No report.

***Children's Department***

No report.

***Special Collections***

The Archives has filled 1000 document boxes for the compact shelving unit in the new addition, and it has another 1500 boxes to go. Staff and volunteers are transferring documents from filing cabinets to the new acid-free boxes. In addition to material in filing cabinets in the library and Winkelmann Building, there are 307 cartons of county documents coming from storage in Rantoul. This seemingly endless task is being cheerfully accomplished by a great group of volunteers from the Genealogical Society.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

None.

***ADJOURNMENT***

Upon motion duly made and seconded, the meeting was adjourned at 8:45 p.m.

Becky Brown, Recording Secretary