

THE URBANA FREE LIBRARY BOARD OF TRUSTEES
MINUTES OF A REGULAR MEETING
HELD ON TUESDAY, APRIL 13, 2004

Present: Mary Ellen Farrell, Kermit Harden, Kevin Maxson, Kate McDowell, James P. Quisenberry, Beth Scheid, Chris Scherer, and Charlie Smyth

Absent: April Getchius

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

Also present: Mayor Tod Satterthwaite

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on April 13, 2004. The meeting was called to order by the president, Kermit Harden, at 7:35 p.m.

It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the minutes of the meeting held on March 9, 2004, be approved as mailed.

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

March 10, 2004 – General Fund, \$21,971.05; Publications Fund, \$146.72.

March 24, 2004 – General Fund, \$24,554.18; Trust Fund, \$918.12; Publications Fund, \$43.64.

April 7, 2004 – General Fund, \$53,728.60; Trust Fund, \$122.12; Publications Fund, \$84.87.

Mayor Satterthwaite spoke with the Board about the current state of the City's budget and the Library's 2004/2005 budget. While the City is not operating at a deficit, its budget is nevertheless facing a number of challenges. The \$3,000,000 per capita funding from the State of Illinois has been cut by half a million. The City is also still feeling the loss of sales tax revenue from the Kmart closing. Health care costs are continuing to increase substantially. And the cost of landfill remediation will be high. However, there are several bright spots in the future. Sales tax revenues will be improved by the new Walmart, the new Auto Park slated to start construction in June near Farm & Fleet, and a possible new Walgreen's store near Five Points. Urbana also has had 350 new housing starts under the Build Urbana program.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

Foundation funds will enable the City to upgrade the Tepper building for Archives storage space and to remove the Winkelmann building.

The City is looking into the costs of replacing the HVAC system in the old building. The system is over 30 years old. The consensus of the Board was that the old system should be replaced during construction rather than waiting until the system dies and a hurried solution has to be found.

Charlie Smyth would like to continue to look into the possibility of setting up an equipment replacement fund for future replacement needs. The upcoming year would be a good time to start such a fund, because the Library may be able to underspend its budget due to temporarily reduced staffing needs during construction.

The Board discussed future custodial needs. Before the project began, the library indicated it would need to increase its custodial staff when the building is completed. In accordance with the Mayor's request to contain expenditures during the 2004/2005 fiscal year, custodial increases in the spring of 2005 will be paid for temporarily through staff savings due to construction, with the cost for expanded custodial staff appearing in the 2005/2006 budget.

Education and Training

No report.

Finance

The Library Board considered two possible budgets for the 2004/2005 fiscal year. The first budget for \$2,492,796 was based on the meeting of the Finance Committee. The second budget for \$2,438,288 reflected the City's requests for somewhat reduced expenditures.

It was moved by Chris Scherer, seconded by Charlie Smyth, and passed unanimously that the 2004/2005 budget for \$2,438,288 be approved as presented.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

Implementation of the Horizon system continues to be difficult. While it may be possible to fix some problems quickly, others may be difficult or impossible to cure. Library staff members are developing a list of problems to send to Lincoln Trail. James Quisenberry asked for a copy of the list to present to Lincoln Trail at the next Lincoln Trail Board meeting.

Long-Range Planning

No report.

Policy

No report.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

A new state law requires that the Board pass an ethics statement by May 19, 2004. Fred will draft a possible statement for consideration at the next Board.

More asbestos tile has been discovered in the old building, requiring additional cost for remediation. Workers are removing the concrete staircase that connected the main and top floors; and the noise is impressive.

Adult Department

No report.

Children's Department

No report.

Special Collections

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Kermit Harden appointed April Getchius, Kate McDowell, and James P. Quisenberry as a nominating committee to present a slate of Board officers at the May meeting, in accordance with Board bylaws.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 9:34 p.m.

Becky Brown, Recording Secretary