

**THE URBANA FREE LIBRARY BOARD OF TRUSTEES**  
**MINUTES OF A REGULAR MEETING**  
**HELD ON TUESDAY, MAY 11, 2004**

Present: Mary Ellen Farrell, April Getchius, Kermit Harden, Kevin Maxson, Kate McDowell, James P. Quisenberry, Beth Scheid, Chris Scherer, and 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 May 11, 2004. The meeting was called to order by the president, Kermit Harden, at 7:32 p.m.

It was moved by Kevin Maxson, seconded by Mel Farrell, and passed unanimously that the minutes of the meeting held on April 13, 2004, be approved as mailed.

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

April 21, 2004 – General Fund, \$30,324.67; Trust Fund, \$3,206.11; Publications Fund, \$143.77.

May 5, 2004 – General Fund, \$22,061.44; Trust Fund, \$204.00; Publications Fund, \$167.47.

***COMMITTEE REPORTS***

***Automation***

Library staff reported that the migration to Horizon has not been smooth. A few of the initial problems have been resolved, but new ones have been added to the list. A revised list will be sent to James Quisenberry before the next Lincoln Trail Board meeting.

No circulation or holdings statistics will be available from Horizon until Lincoln Trail finds a way for libraries to print their individual reports rather than the reports for every library. The information is still stored in the computer, but the reports have to be customized.

***Building and Grounds***

The board discussed future landscaping for the library. The Herb Society and the Friends of the Library are probably willing to help with the south side of the 1974 building, and perhaps the flower boxes on the front porch. Other possible sources of help include asking the city to include the library when employees water and weed, and speaking with the Master Gardeners group about their program.

Demolition work in the old building is fairly well finished, and workmen are roughing in walls and mechanical systems. Everyone hopes that most of the hidden surprises have now been found. The worst so far was extra asbestos in the form of a substantial amount of vinyl asbestos floor tile.

The Tepper building will be remodeled as soon as asbestos removal is complete. Compact shelving will be installed about the end of June.

The Winkelmann building will be demolished after the contents have been relocated to the remodeled Tepper building and asbestos abatement is complete.

The MTD is providing storage space for library equipment until construction work is complete. File cabinets and various other items were moved there the first week in May.

Mayor Satterthwaite has asked the Library for a furniture shopping list. Fred Schlipf and Debra Lissak would like the Board's help in deciding what furniture is still usable as is, what needs to be refinished, and which pieces should be replaced. Charlie Smyth and April Getchius agreed to work with Fred and Deb on triaging the furniture. James Quisenberry spoke with Mayor Satterthwaite about the HVAC system and was told that the furniture purchases could make a difference in how much money could be available for the HVAC system.

Buckstaff Furniture is coming June 1 with a van to show the furniture they sell.

The library still needs bike racks. The question is where to put a temporary rack until construction is finished and the permanent rack is installed.

Stone blocks are shifting on the southeast corner of the front porch, and the footings for the whole porch need repair. The structural engineer's rough estimate of the cost to stabilize the footings and reset shifting stonework is about \$150,000, but he said that nothing is so serious that it needs immediate attention. The irregular front stairs will be reset as part of the existing construction work.

In a memo to Pat Pioletti, Riley Glerum outlined the options for replacing the existing HVAC system in the old building. One possibility is to do the work now while the building is being remodeled and the system is already down. This runs the risk of a potentially costly change order, and there seems to be no savings in doing the project now. Waiting until the remodeling is finished will allow time to look into an effective way to tie the old and new systems together and to bid the work competitively as a new project. It would be best to schedule such replacement in the spring or fall when there will be less demand on the system and down time wouldn't affect building temperatures greatly. On this advice, the Board decided to table the issue at this time and revisit it around October.

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

No report.

### ***Finance***

The library's budget will be presented to the City Council on May 24, and the council vote on the entire City budget will be on June 7. Any Board members interested in attending are welcome.

### ***Friends of The Urbana Free Library***

No report.

***Lincoln Trail Libraries System***

No report.

***Long-Range Planning***

No report.

***Policy***

Fred spoke with Urbana City Attorney Steve Holtz about the new state law requiring all local government bodies to have ethics statements. Steve said that he and Champaign City Attorney Fred Stavens have been writing a statement for use by the two cities, and that it should cover The Urbana Free Library. Members of the Board asked to see the final product as soon as it is available.

***TRUSTEE REPORTS***

A nominating committee consisting of April Getchius, Kate McDowell, and James Quisenberry met to develop a proposed slate of officers for the 2004/2005 fiscal year. Their recommended slate included Kermit Harden as President, Charlie Smyth as Vice President, and Beth Scheid as Secretary/Treasurer.

Mel Farrell will chair the June meeting.

***ADMINISTRATIVE REPORTS***

***Executive Director***

The Champaign Public Library has arranged to have a vendor visit on Monday, May 17, to display RFID and automated materials handling systems. Several Urbana staff members are planning to attend.

***Adult Department***

Debra Lissak reported that the Circulation Department is hiring to fill hourly positions and a half time position.

Beverly Kingery is retiring as Assistant Head of Circulation at the end of June. The minimal requirements for her position will be one year of supervisory experience and one year of library experience, which may result in a smaller pool of applicants.

Long lines have become a problem at circulation. There are several reasons for this, including the staff's coping with learning Horizon, more steps in each transaction with Horizon, and staffing shortages. Staff members are doing their best to speed things along.

***Children's Department***

Barbara Lintner reported that the children's librarians are getting ready to visit the Urbana elementary schools to encourage children to sign up for the summer reading program. The library will also be participating in the Share a Story day with WILL on May 22.

***Special Collections***

On Saturday, May 8, the Archives participated in the Teachers of American History grant. The focus was on Civil Rights clippings from 1930 to 2004. In 2006, the Archives will host a one-week institute as its formal part of the grant.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

None.

***ADJOURNMENT***

Upon motion duly made and seconded, the meeting was adjourned at 9:04 p.m.

Becky Brown, Recording Secretary