

**THE URBANA FREE LIBRARY BOARD OF TRUSTEES**  
**MINUTES OF A REGULAR MEETING**  
**HELD ON TUESDAY, JUNE 8, 2004**

Present: Mary Ellen Farrell, April Getchius, Kevin Maxson, Kate McDowell, Beth Scheid, Chris Scherer, and Charlie Smyth

Absent: Kermit Harden and James P. Quisenberry

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

Also present: Aria Collopy

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on June 8, 2004. The meeting was called to order by the vice-president, Mary Ellen Farrell, at 7:38 p.m.

It was moved by Chris Scherer, seconded by April Getchius, and passed unanimously that the minutes of the meeting held on May 11, 2004, be approved as mailed.

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

May 19, 2004 – General Fund, \$59,059.51; Trust Fund, \$1,734.03; Publications Fund, \$162.50.

June 2, 2004 – General Fund, \$16,127.02; Trust Fund, \$310.50; Publications Fund, \$43.72.

***COMMITTEE REPORTS***

***Automation***

The staff reported that the Horizon automation system continues to be a source of difficulties. The question is whether problems are due to implementation problems or are inherent to Horizon and cannot be fixed. Patrons are also beginning to show signs of frustration with the system, and the Library will post signs explaining to patrons that the computer problems are beyond Library control.

The Board discussed possible ways to correct the situation. Options are limited by the fact that the Library has to go through Lincoln Trail Libraries System rather than deal with Horizon directly. Some options discussed were asking directors of major libraries to attend a Lincoln Trail meeting with a Horizon official present, talking with the Champaign Library about the issue, pulling out of the Lincoln Trail system, encouraging patrons to contact Lincoln Trail directly, asking Lincoln Trail to explore what really can and cannot be fixed with Horizon, and possibly dumping Horizon and moving back to Dynix.

It was moved by Charlie Smyth, seconded by Mel Farrell, and passed unanimously that Library staff formally request time at the next Lincoln Trail Board meeting to discuss issues related to the conversion

to Horizon and ask that Lincoln Trail bring in a Horizon technical representative to answer questions raised by the various libraries.

Patron visits and circulation seem to be increasing, but without statistics the Library has no concrete numbers to back up that observation.

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

The staff asked whether the Board wished to change the Library's address from Race Street to Green Street. It was the strong consensus of the Board that the address should remain Race Street.

Construction remains on schedule.

The staff asked the Board's opinion on wiring in the front rooms. The Library has always assumed that it would be buried in the walls, but the contract calls for wire mold on the walls. The Board agreed that wire mold would be unacceptable.

Charlie Smyth presented photographs of existing library furniture to help with the decision on which pieces should be retained, refinished, or discarded. The Buckstaff company, which made much of the library's furniture, is willing to refinish their pieces for \$800 plus \$15 an item. It was the consensus of the board that existing library furniture intended for public areas of the building should be cleaned, refinished, and repaired as necessary.

New furniture needs will include additional tables and side chairs, new workstations for the patron computer areas, the circulation desk (which is included in the construction bid), end panels for the shelving, an A frame display for new books in the Children's Department, an Adult Department reference desk, and a Children's Department question desk. New furniture for endowed rooms will need to be particularly attractive. The original construction budget includes \$400,000 for FF&E.

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

No report.

### ***Finance***

It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously that the June revisions to the 2003/2004 budget be approved as presented. A final reconciliation of the budget will come from the City after the audit in August.

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

No report.

### ***Lincoln Trail Libraries System***

No report.

### ***Long-Range Planning***

The Board reviewed plans for the remaining structures on the Library block. At this time, the City owns the Winkelmann Building and the Tepper Building. The Foundation wishes to remove the Winkelmann

Building because it blocks the new south façade of the Library. The City also purchased the Tepper Building, which it planned to lease to a tenant until it is paid for and the Library expands again. Unfortunately, no one was interested in renting the Tepper Building, and it was therefore used for storage and construction office space during the Library expansion project. At the same time, the Foundation is concerned about the long-term future of the rest of the block, in order to prevent major new construction that would planned prevent long-term expansion of the Library.

After working with the City on all of these issues, the Foundation has agreed to pay for the remodeling of the Tepper Building to make it suitable for medium-term Library use, primarily as Archives storage. It will also pay for the demolition of the Winkelmann Building and the conversion of the site to parking and open space. To compensate the City for the loss of revenue from the Tepper Building, the Foundation will purchase the Marro Building and transfer it to the City, which will attempt to lease it for purposes compatible with the adjacent Library. Until Library expansion is complete, the Marro Building will be used for storage of materials currently in the Winkelmann Building.

At this time, the Foundation wants assurance that the Marro Building site will be available in the long term for Library purposes, including possible open space or parking. In turn, some members of the City Council would like to see the Marro Building remain as a compatible business operation indefinitely. The Foundation would like to see some protection built into the property transfer agreement, requiring that any change in structure or use of the Marro building would require the joint approval of the Library Board, the Foundation and the City.

The Board has already voted that it foresees the eventual removal of the Marro Building, and that long-term Library expansion needs will require City or Library ownership of the entire Library block.

To support the Library Board's long-term expansion plan, the City may ask the Library Board to provide a Master Plan for the Library's use of the block.

### ***Policy***

The City's ethics statement has not been completed yet. The Library Board will receive copies when it is finished.

### ***TRUSTEE REPORTS***

No report.

### ***ADMINISTRATIVE REPORTS***

#### ***Executive Director***

Fred Schlipf attended BEA (Book Expo America) conference in Chicago.

Practicum credits are finally being used to create a GA appointment for Children's Services.

***Adult Department***

Beverly Kingery is retiring on June 30 after working at the Library for nearly 24 years. The Board expressed an interest in recognizing her time at the Library. April will pursue purchasing a plaque to present to Beverly at the next Board meeting.

Kathy Wicks and Carol Inskeep are attending the ALA conference in Florida in June.

***Children's Department***

Barbara Lintner reported that the children's librarians have completed their school visits promoting the Summer Reading Program. Many children signed up for the program at the Share A Story Day at Market Place.

***Special Collections***

Jean Koch reported that the staff members in the Winkelmann Building are preparing to move to the Tepper Building. The offices in the Tepper building need new carpet and then the move can begin.

The Archives has two interns starting next Monday to work for two weeks. Two more are scheduled to start in July.

***UNFINISHED BUSINESS***

It was moved by April Getchius, seconded by Kate McDowell, and passed unanimously that the slate of officers presented at the meeting held on May 11, 2004, be approved. Officers include Kermit Harden, President; Charlie Smyth, Vice-President; and Beth Scheid, Secretary/Treasurer. They will take office in July 2004.

***NEW BUSINESS***

None.

***ADJOURNMENT***

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

Becky Brown, Recording Secretary