

# THE URBANA FREE LIBRARY FOUNDATION

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, AUGUST 10, 2004

Present: Kevin Maxson, Kathleen McDowell, James P. Quisenberry, Elizabeth Scheid, Chris Scherer, and Charlie Smyth

Absent: Mary Ellen Farrell, April Getchius, and Kermit Harden

Staff present: Becky Brown, John Dunkelberger, Keran Harrington, Jean Koch, Barbara Lintner, Debra Lissak, Fred Schlipf, and Kathryn Wicks

Also present: Rupert Evans, Peggy Henderson, Jan Ison, and Joe Sciacca

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on August 10, 2004. The meeting was called to order by the vice-president, Charlie Smyth, at 7:32 p.m.

It was moved by James P. Quisenberry, seconded by Elizabeth Scheid, and passed unanimously that the minutes of the meeting held on July 13, 2004, be approved as mailed.

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

July 14, 2004 – General Fund, \$41,959.98; Trust Fund, \$184.90; Publications Fund, \$75.04.

July 28, 2004 – General Fund, \$19,100.27; Trust Fund, \$183.82; Publications Fund, \$238.58.

### ***COMMITTEE REPORTS***

#### ***Automation***

No report.

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

The Board reviewed the Library's existing Buckstaff and Design Group furniture, including tables and chairs.

It was the consensus of the Board that the Library (a) replace all of the Design Group end tables, which are water damaged beyond repair, (b) purchase Buckstaff reading tables to replace all of the Design Group reading tables scheduled for public areas of the Library, reusing the Design Group tables in staff work areas, (c) refinish existing undamaged Design Group armchairs, (d) purchase new armchairs for the front reading rooms, (e) keep and refinish all undamaged Buckstaff and Design Group side chairs, and (f)

purchase new Buckstaff side chairs as needed. The Board would like to have a price estimate for end panels at its September meeting, when it will discuss possible sponsorship of individual end panels.

The Board will also discuss paint issues at the September meeting.

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

No report.

### ***Finance***

The Board reviewed the second floor ceilings in public rooms. These ceilings were originally scheduled to remain painted waffle slabs, but with the addition of various pipes the ceilings look unacceptable. The areas of greatest concern are the Adult Department reference desk area, the Archives, and the computer workstation area, all of which are endowed. The contractor's price for converting these areas from a painted waffle slab ceiling to a suspended ceiling is \$16,123, including necessary changes to the sprinkler system. The City has agreed to this change, as long as the Library pays for the ceiling from its liquidity.

It was moved by Chris Scherer, seconded by James P. Quisenberry, and passed unanimously that the library use \$16,123 of its liquidity to install suspended ceilings in all public areas of the second floor.

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

No report.

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

Lincoln Trail staff and board members are in the process of visiting various libraries and library board meetings. Jan Ison and Joe Sciacca attended this meeting. Jan passed out brochures about the upcoming continuing education workshops that Lincoln Trail is offering.

Lincoln Trail is receiving over 13,000 music CDs as a result of a settlement of a lawsuit against the music industry. The CDs are to be added to library collections, not sold. Lincoln Trail is planning to have a give away period in September after schools are back in session.

Charlie Smyth asked whether the recent upgrade has helped with the long list of problems that are occurring with Horizon. Jan Ison responded that the statistics reporting problem should be resolved by the end of August with the installation of new software package called Web Reporter. Jan also reported that Lincoln Trail did a survey of libraries about whether the Horizon holds feature was functioning properly, and almost all libraries except Urbana felt that holds were functioning properly.

Charlie Smyth asked Jan Ison and Joe Sciacca if they could attend the Urbana Free Library board meeting in September to discuss the Horizon issues. Speed and access are the issues of most concern to the Board members and will be the first of the Horizon issues discussed next month.

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

It was the consensus of the Board that one of the proposed Cherry Alley parking spaces should be used for an additional bike rack.

### ***Policy***

Due to the USA Patriot Act, purchasing certificates of deposit from banks has become a cumbersome process. Library policies need to be rewritten to address this difficulty. Each bank interprets the Patriot Act differently and asks for different paperwork and for different forms of identification. The library administrative staff hopes that once the Library gets set up with the information at a certain bank, that bank will keep the information on file for future use. It was the consensus of the Board that library policies should be rewritten to allow (a) any one of the President, Vice-President, or Secretary's signatures to be used to purchase CDs, and (b) either a stamp of the signature or the actual signature be used, depending on how each particular Board member wants his or her name represented. A copy of the new policy will be presented at the September Board meeting for approval.

The Library has encountered a number of patrons who want to get library cards but have no documents with the unique official identification number required by library policy. Identification numbers are important because the library's collection agency cannot track down people who owe the Library money or materials unless an official ID number is on file.

The issue arose specifically with regard to El Centro, a local agency that works with immigrants to help them get settled. El Centro issues immigrants identification cards for the agency's own use. Board members discussed whether to accept this agency number. The concern is that El Centro is not willing to be responsible for items checked out. If the library makes an exception in this case, has it established a precedent for people who have personal identification numbers but just don't want to give them out? The Board tabled the issue until the September meeting.

### ***TRUSTEE REPORTS***

No report.

### ***ADMINISTRATIVE REPORTS***

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

Fred Schlipf passed out copies of the library's most recent Illinois Public Library Annual Report (IPLAR) form. He also showed a plan for the proposed named brick area south of the Library to be discussed at the next meeting.

As of Sunday, Fred Schlipf will have been director of the Library for thirty years.

#### ***Adult Department***

No report.

#### ***Children's Department***

No report.

### ***Special Collections***

No report.

### ***UNFINISHED BUSINESS***

Urbana Free Library Foundation President Rupert Evans presented a revised version of the ***Second Cooperative Agreement***. The one emailed earlier on the day of the meeting to the Board for their review did not contain the most recent version of the ***Master Plan***. Charlie Smyth caught the error and notified the Board.

The City Council will hold a public hearing on the ***Master Plan*** on September 7, after which it will vote on the ***Agreement*** and ***Plan***. One Council member suggested some additional language for the ***Second Cooperative Agreement***, which was incorporated into the document.

It was moved by James P. Quisenberry, seconded by Chris Scherer, and passed unanimously that the ***Second Cooperative Agreement*** and the ***Master Plan*** be approved as revised by the Foundation.

### ***NEW BUSINESS***

Gerri Kirchner asked that minutes of the meeting June 22, 2004, be amended to remove her name from the list of people working on the ***Master Plan***, since she was not a member of the committee. It was moved by Kate McDowell, seconded by Beth Scheid, and passed unanimously that Gerri Kirchner's name be removed from the ***Master Plan*** committee list in the June 22, 2004, minutes.

Beverly Kingery sent a thank you note to the Board, thanking them for recognition of her retirement.

Charlie Smyth proposed starting next month's meeting at 7:00 p.m. with a tour to view the remodeling in the 1917 and 1975 sections of the Library.

Becky Brown, Recording Secretary