

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, SEPTEMBER 14, 2004

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

Absent: Beth Scheid and Chris Scherer

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

Also present: Pat Boze, Jan Ison, Donna Schaal, and Joe Sciacca

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on September 14, 2004. The meeting was called to order by the president, Kermit Harden, at 7:34 p.m.

It was moved by Charlie Smyth, seconded by James P. Quisenberry, and passed unanimously that the minutes of the meetings held on August 10 and August 31, 2004, be approved as mailed.

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

August 11, 2004 – General Fund, \$37,601.44; Trust Fund, \$611.01; Publications Fund, \$457.93.

August 25, 2004 – General Fund, \$36,125.80; Trust Fund, \$169.05; Publications Fund, \$221.45.

September 8, 2004 – General Fund, \$19,298.03; Trust Fund, \$76.96; Publications Fund, \$312.95.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

No report.

Education and Training

No report.

Finance

No report.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

Jan Ison, Pat Boze, Donna Schaal, and Joe Sciacca of the Lincoln Trail Libraries System attended the meeting at the request of the Board to discuss problems with the Horizon automation system. Jan Ison indicated that some of the response time difficulties could be due to band width. The group discussed reducing the number of collection codes in order to improve response time. Charlie Smyth indicated that having to go through multiple screens/levels to get to basic, often used functions is a poor software design. Lincoln Trail staff reported that the time-saving ability to save customized report settings by library instead of setting them up new each morning is available with Horizon, but that it hasn't been implemented by Lincoln Trail yet until the trouble shooting period has past. The new "create item" report function is very useful to pull up lists by a variety of sorting factors. A third party macro editor could make the function even more useful. Lincoln Trail is aware of Horizon problems and is working towards resolving as many as possible.

Long-Range Planning

No report.

Policy

A revised copy of the finance policy concerning the investment of unexpended funds was presented to the Board for approval. One paragraph was changed to require two signatures, one Board officer's signature and either the executive director's or associate director's signature, to purchase CDs from banks. If the various banks accept signature stamps, these will be used instead of requiring signers to appear in person. After discussion, it was moved by Charlie Smyth, seconded by Mel Farrell, and passed with one dissenting vote by James P. Quisenberry, to adopt the policy as amended.

The Board discussed the issue of issuing library cards to patrons who do not present unique ID numbers. The policy committee will meet to review the issue before the October Board meeting.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

Fred Schlipf reported that he and Debra Lissak met with the City and with the architects to discuss furniture issues. City policies permit the Library to specify Buckstaff furniture by opening bidding to all dealers, since Buckstaff is not an exclusive line. Fred Schlipf will design service desks that function the way staff need, and then the architects will then draw up the designs to put out for bid to cabinet firms. The Library staff and the architects will work together to pick manufacturers of appropriate furniture for the front rooms and then put that furniture out for bid. Estey shelving and Steelcase desks sell through dealer territories and will be purchased from the Library's dealer. Staff will identify needed variations in computer tables. The architects will design and spec end panels for the bid process. It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously that a request be made to the Foundation asking that they sell sponsorship of end panels as well as bricks.

T'nT Mechanical Contractors is out of business. Roessler Construction is looking into other companies to complete work at the Library.

Adult Department

No report.

Children's Department

No report.

Special Collections

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 9:31 p.m.

Becky Brown, Recording Secretary