

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A SPECIAL MEETING HELD ON TUESDAY, SEPTEMBER 28, 2004

Present: Mary Ellen Farrell, April Getchius, Kevin Maxson, Kathleen McDowell, James P. Quisenberry, Elizabeth Scheid, and Charlie Smyth

Absent: Kermit Harden and Chris Scherer

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

Also present: Philippe Cantie

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on September 28, 2004. The meeting was called to order by the vice president, Charlie Smyth, at 7:31 p.m.

### ***COMMITTEE REPORTS***

#### ***Automation***

No report.

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

Debra Lissak reported on furniture selection. The items that will go out for bid include (1) Buckstaff tables and chairs, (2) love seats and tables to match the Design group items, (3) lounge chairs and end tables for the endowed front rooms, (4) computer carrels for standing and sitting stations, (5) slat wall and plain end panels, (6) modular reference desks for the Adult, Children's, and Archives departments, (7) diner booth tables, and (8) Estey shelving. For items where certain manufacturers are specified, the bid will go out to a group of dealers that work with that manufacturer, except in the cases of sole source dealers. End panels will have to be custom made to meet the various Library space requirements. Buckstaff provided a sample end panel. Deb is going through the layouts one last time with all the departments to get the final layouts and furniture counts.

The Board asked for a plan from the staff that will allow the furniture expenses to be reduced, if the anticipated furniture expenses become higher than the furniture budget.

Paint is peeling around the Library where furniture is bumped up against walls. Oil base paint had been repeatedly requested during meetings with the architects, but the architectural specs specified latex.

Some of the problems with the new elevator were solved by replacing computer parts. It no longer stops between floors, and the door now consistently opens when it arrives at a floor. Unfortunately, the elevator still catches body parts when the doors move. Pat Pioletti and Fred Schlipf have told ThyssenKrupp Elevator that this is not acceptable and has to be fixed.

***Education and Training***

No report.

***Finance***

No report.

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

No report.

***Lincoln Trail Libraries System***

No report.

***Long-Range Planning***

No report.

***Policy***

The Policy Committee met at 6:30 before this meeting, but due to time constraints, decided to report to the whole Board at the October meeting.

***TRUSTEE REPORTS***

A verbal report was given on the City Council's Master Plan meeting by the Board members that could attend. Some of the people attending expressed a desire that none of the buildings on the block be demolished. A PACA representative suggested that both the Marro building and the Fejes house would qualify for listing on the National Register of Historical Places. The City's Historical Preservation committee will review the Plan and make the recommendation. At least one person expressed opposition to adding more parking spaces to the block. James P. Quisenberry suggested that the Library get the word out to the people who would like to have more parking to help support the idea of adding spaces.

***ADMINISTRATIVE REPORTS***

***Executive Director***

City Attorney Steve Holz sent copies of the "Guide to the Illinois Open Meetings Act" to the Board. The Board will review this document and address issues at future meetings. Two items brought up at this meeting included leaving out the meeting ending time on the agendas and adding a formal public comment time to the agenda. There was also discussion about how the Open Meetings Act will affect committee meetings.

***Adult Department***

No report.

***Children's Department***

No report.

***Special Collections***

No report.

***UNFINISHED BUSINESS***

The Board continued its discussion of the possibility of broadcasting Board meetings. It was the consensus of the Board that any broadcasts should originate from the Library rather than from some other location. Board members expressed concerns about the impact of broadcasting on open discussions. It was the consensus of the Board that the Library ask Chris Foster, who manages cable broadcasts for the City, how much broadcasts would cost, what equipment is required, who would actually do the filming, and how broadcast quality is maintained. Chris Foster will be invited to come to a future Board meeting and discuss the feasibility of broadcasting the meetings.

***NEW BUSINESS***

The question was raised as to who is on which committees. This will be sorted out at the October meeting.

***ADJOURNMENT***

Upon motion duly made and seconded, the meeting was adjourned at 9:09 p.m.

Becky Brown, Recording Secretary