

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, OCTOBER 12, 2004

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

Absent: Mary Ellen Farrell, Kermit Harden, and Chris Scherer

Staff present: Jean Koch, Barbara Lintner, and Debra Lissak

Also present: Philippe Cantie, Peggy Henderson, and Jan Ison

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on October 12, 2004. The meeting was called to order by the vice-president, Charlie Smyth, at 7:30 p.m.

It was moved by April Getchius, seconded by Kathleen McDowell, and passed unanimously that the minutes of the meetings held on September 14 and September 28, 2004, be approved with one correction: the title for the September 28, 2004, minutes should read "Board of Trustees," rather than "Foundation."

It was moved by Elizabeth Scheid, seconded by James P. Quisenberry, and passed unanimously that the following bills be approved retrospectively for payment:

September 22, 2004 – General Fund, \$34,587.04; Trust Fund, \$354.25; Publications Fund, \$146.69.

October 6, 2004 – General Fund, \$20,373.35; Trust Fund, \$496.17; Publications Fund, \$144.09.

PUBLIC COMMENT

Peggy Henderson reported that as a representative of the Champaign County League of Women Voters she is neutral on library issues.

Charlie Smyth reported that a letter, dated October 6, 2004, had been received from Ed DeWan, concerning buildings on the library block.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

Debra Lissak continued the discussion of furniture selection. The most expensive items under consideration are computer carrels and end panels. Prices on these items had wide variations. For the computer carrels the low and high estimates ranged from \$32,000 to \$86,000. For end panels the range was from \$74,000 to \$123,000. More information is needed from the manufacturers to understand the difference.

It was moved by James P. Quisenberry, seconded by Kevin Maxson, and passed unanimously that the Board request that the Building and Grounds committee meet with the architects and staff to decide on specifications for the carrels, end panels, and custom furniture. At the present time \$460,000 remains in contingency funds. However, change orders are continuing. The last order was for new lighting in the front reading rooms with an estimate of \$50,000 to \$60,000.

Debra Lissak reported that problems remain with the new elevator. Roessler Construction has gone to other sites to look at their elevators. Next Thursday a University of Illinois staff member who inspects all University elevators will inspect the Library elevator. The Library will wait for his opinion.

Roessler Construction is trying to get a representative from MAB Paints to look at the peeling paint. Debra Lissak will notify Charlie Smyth when this meeting will take place.

The bricks in Cherry Alley will be placed in the spring. Bike racks are not yet installed.

Charlie Smyth announced that the Urbana Historic Preservation Commission will meet on October 27. He and April Getchius plan to attend the meeting. The Board felt that there are misconceptions about the Board's comprehensive plan for the library block. The Library Board is committed to preservation, but feels that to avoid eliminating future options, it is important to control the entire library block. Adequate parking is important, especially for the very young and the very old. However, the Library Board is not planning to bulldoze buildings for the sake of more parking. Kevin Maxson will draft a statement for members of the Historic Preservation Commission. Charlie Smyth will read it and decide if it requires a meeting of Library Board members.

Education and Training

Kathleen McDowell reported attending a workshop for Library Board members at the Lincoln Trail Libraries System. She will share the information at the next meeting.

Finance

No report.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

No report.

Long-Range Planning

Charlie Smyth asked if the Board could meet again to review the ***Long-Range Plan***. It was the general consensus to wait until after the furniture orders were completed.

Policy

It was moved by Kevin Maxson, seconded by Kathleen McDowell, and passed unanimously that the recommendations of the Policy Committee regarding circulation and interlibrary loan policies be adopted. The Policy Committee recommended that ***Circulation Policy, Section IV-A 6, Registration***, remain as written. ***Circulation Policy, Section IV-A 15 d iii*** and ***d iv*** would be replaced by:

d-iii. Items with short loan periods or limited collections. The library does not lend items with loan periods of less than one week, or items from collections that are inadequate to meet the demands of local borrowers.

d-iv. Items for which local demand is very heavy. It is the intent of the library that copies of popular new items remain in the library to meet the needs of browsers, even when the local hold lists for these items have been exhausted. The library on occasion does not lend some older materials that are in constant use, or materials for which seasonal demand is extremely high.”

The Policy Committee proposed that library staff contact the Department of Motor Vehicles for information on getting a state ID card to facilitate getting library cards into the hands of potential adult patrons who lack acceptable ID. If possible, such information should be available at the library circulation desk.

TRUSTEE REPORTS

It was moved by April Getchius, seconded by Kathleen McDowell and passed unanimously that the **Automation Committee** be renamed the **Technology Committee**.

Charlie Smyth reviewed with board members the committee appointments.

Building and Grounds: April Getchius and Charlie Smyth
Education and Training: Mary Ellen Farrell
Finance: Kermit Harden, Chris Scherer, and Charlie Smyth
Friends of The Urbana Free Library: Chris Scherer
Lincoln Trail Libraries System: James P. Quisenberry
Long-range Planning: Committee of the whole
Policy: Mary Ellen Farrell, Kevin Maxson, and Kathleen McDowell
Technology: Mary Ellen Farrell, Elizabeth Scheid, and Charlie Smyth

Committee members were reminded that anyone can attend any committee meeting. The Board will review the by-laws next meeting. One-person committees function more as a liaison to the Board to bring information.

Chris Foster will attend the November 9 meeting. The Board requested that Chris Foster come to view the building set-up before the meeting. Then he would be in a better position to tell the Board what might be possible options for broadcasting the meetings.

ADMINISTRATIVE REPORTS

Executive Director

No report.

Fred Schlipf is visiting library buildings in Norway, Denmark and the Netherlands.

Adult Department

Furniture and construction consumes most of the time of the Associate Director.

Children's Department

Barbara Lintner attended the Illinois Library Association meeting in Chicago. While in Chicago, she and Mary Wilkes Towner and Fred Schlipf arranged to try out armchairs at the Merchandise Mart. Samples will be available for the Board to see in the future.

Special Collections

The Urbana Free Library ***Local History Online*** was launched on the library's website this month. It makes searches possible from home on the Urbana Municipal Documents Index and the local Historical and Genealogical Index.

UNFINISHED BUSINESS

Charlie Smyth asked Board members if they had a chance to read the ***Guide to the Illinois Open Meetings Act*** that City Attorney Steve Holz had sent them. One and two-person committees were discussed. Staff will try to schedule special meetings in advance of Board meetings whenever possible.

James P. Quisenberry requested that Board members try to determine the possibility of future meetings. November 9 and December 14 were acceptable dates for at least five of the Board members.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 8:49 p.m.

Jean Koch, Recording Secretary