

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, NOVEMBER 9, 2004

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

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

Also present: Pat Boze, Philippe Cantie, Julia M. Derden, Rupert Evans, Chris Foster, Peggy Henderson, and Tod Satterthwaite

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on November 9, 2004. The meeting was called to order by the President, Kermit Harden, at 7:33 p.m.

President Kermit Harden asked to rearrange the agenda because of guests attending.

Urbana Free Library Foundation President Rupert Evans and Charlie Smyth proposed a revised draft version 3 of the Master Plan for The Urbana Free Library Block. It was moved by Charlie Smyth, seconded by James P. Quisenberry, and passed unanimously that the new draft version 3 of the Master Plan be adopted. The revised version is appended to these minutes.

Rupert Evans asked on behalf of Jolene McGrogan that a formal method be found to designate "Cherry Alley." This would be useful for the inscribed brick fundraiser currently underway.

Chris Foster, who is responsible for broadcasting City Council meetings, reviewed with the Board the equipment that would be necessary to televise library board meetings. Insight communications will provide the necessary fiber link at no cost. The Library would be responsible for a fiber transmitter (about \$2200), a fiber receiver (about \$1100.00), one or two cameras (about \$1500 each), a monitor, a VCR or other recording device, a switcher to go between the two cameras, and an audio system. He estimated total costs at \$7,000.00, excluding audio equipment.

Chris Foster suggested that volunteers could operate the equipment during the meetings. The City, by contrast, has a more expensive, automated camera system with paid operators. The second Tuesday evening of the month, the time the Library Board meets, is currently available for a live transmission. Chris recommended having the fiber put in place now for future use. The board and staff agreed that any other development should take place after construction has been completed. James P. Quisenberry suggested that this equipment be at the top of the list for possible purchase, if funds are available.

It was moved by Charlie Smyth, seconded by Beth Scheid, and passed unanimously that the minutes of the meeting held on October 12, 2004, be approved as mailed.

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

October 20, 2004 – General Fund, \$20,064.48; Trust Fund, \$495.48; Publications Fund, \$258.26.

November 3, 2004 – General Fund, \$17,401.89; Trust Fund, \$1247.65; Publications Fund, \$154.41.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

Charlie Smyth reported on a meeting with MAB Paint about the peeling paint. MAB viewed the situation and feels that the problem is due to drywall damage. The decorating company believes it used the paint correctly and recommended bumper rails for the walls that have furniture touching the paint directly. Vinyl wall covering is another possibility.

Fred Schlipf reported that new footings are being installed for the front steps on Race Street. The original granite steps will be put back in place. The bottom two steps are made of concrete, as they were before. New curbing has been poured already.

There has been a great deal of discussion about new light fixtures for the four historic front rooms. The final decision was to use the same strip upright fixtures that are used in the majority of the new wing instead of the bowl lights that are in the stairwells. The bowl lights are a great deal more expensive, require constant maintenance to vacuum out dead bugs, and emit less light.

Meetings with vendors continue on end panels, chairs, computer workstations, and modular service desks. Decisions need to be made before the next board meeting, so that the specifications can be written by the architects for the bid process. It was moved by Chris Scherer, seconded by Kate McDowell and passed unanimously that Charlie Smyth and April Getchius meet with staff to approve the remaining specifications for furniture purchases, so that bids can be let.

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

Kevin Maxson reminded library staff to obtain information from the Department of Motor Vehicles on getting a state ID card. This would help patrons who do not have adequate and acceptable ID for obtaining library cards.

Technology

No report.

TRUSTEE REPORTS

Debra Lissak reported that the University's expert said the elevator is code compliant and works correctly, although there is room for some adjustment in the doors. The construction company cannot be held accountable for a bad installation. Extra sensors could be installed, but this can wait.

ADMINISTRATIVE REPORTS

Executive Director

Fred Schlipf reported briefly on his trip to Scandinavia and Holland, where he lectured on American library buildings and visited many libraries.

Adult Department

Debra Lissak reported on a "holds priority survey" being conducted by Lincoln Trail Libraries System. The decisions made from this survey could impact our policy on interlibrary loan. The Board agreed that high demand by our patrons was reason enough to keep materials at the library.

James P. Quisenberry reported that the Lincoln Trail Libraries System Board Policy Committee has altered system policies to bring them into line with the Illinois State Interlibrary Loan Code and allow libraries to give due consideration to the needs of local patrons before filling interlibrary loan requests.

The Urbana Free Library has traditionally defined local patrons as those people who come to the library building, not just Urbana taxpayers. Based on reports from other Horizon users, it appears that the software is available to allow local holds to be processed in this way.

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 9:20 p.m.

Jean Koch, Recording Secretary

Master Plan for the Urbana Free Library Block, Urbana, Illinois

Adopted July 13, 2004 by the Trustees of the Urbana Free Library and the Urbana Free Library Foundation. Revised version adopted November 9, 2004 by the UFL and the Foundation on November 16, 2004.

Master Plan Goal

The goal of this revised UFL Master Plan is to provide for orderly development of the Urbana Free Library block (bounded by Race, Elm, Cedar, and Green Streets) and nearby areas for the benefit of the UFL and the citizens of Urbana. It is designed to complement the Annual Action Plan for Downtown Urbana.

This master plan is designed to guide the Library for the next twenty years. However, it should be reviewed and updated at approximately five-year periods.

Background

For many years the Urbana Free Library (UFL) Board, in cooperation with the City of Urbana, has planned to acquire the entire Library block for Library purposes. Demonstrating this intent, in 1989 they sent a letter to all property owners on the block, seeking the right of first refusal in the event that the property was available for purchase. On April 10, 2001 they adopted "Expansion Priorities and Necessary Fundraising for the UFL", which called for action to purchase and move the Fejes House, to purchase and demolish the Marro Building, and for eventual development of the whole block except for the Auler property.

Similarly, the UFL Foundation has recognized the value of acquiring properties to gain long-term control of the Library block, reiterating since its inception in 1997 that the Foundation's mission is to raise the funds necessary to expand the library and purchase additional properties on the block as they become available.

The Library Board, the Library Foundation, and the City of Urbana, in the first Cooperative Agreement for UFL Expansion (July, 1999), stated: "Intent of Parties, B1. For the purposes of this Agreement, the Improved Library shall be located in Urbana on the property bounded by Race Street, Elm Street, Cedar Street, and Green Street (site) ..."

While there has been agreement between the UFL Board and the Foundation on acquisition of additional property for Library purposes, the City has agreed only on the purchase of the Tepper Building, the demolition of the Winkelmann Building, and city control of parking. The only formal agreement between the three parties has been on the boundaries of the UFL block.

Implementation Strategies

1. Library Property

- a. The current library building, on completion of current expansion and remodeling, provides a basic library plan with a single visual theme and critically needed space. The building consists of three parts:
 - i. The original building was constructed in 1918 and has historic significance.
 - ii. The first addition was constructed in 1972-75.
 - iii. The addition of 2002-2004 is built with a knockout west wall for future expansion.
- b. The UFL is one of the busiest libraries in Illinois, and usage is expected to continue to grow. When it is agreed that the UFL should be expanded, it will expand toward the west, perhaps as far as Cedar Street.
- c. The UFL appears to be downtown's most visited site, and the view of the south facade of the Library as visitors enter from Green Street is an attractive vista which along with the east facing entrance should be maintained and enhanced.

2. Winkelmann Property and the Alley to its North

- a. The Winkelmann Building has been demolished and much of its function transferred to the Tepper Building
- b. Demolition of the Winkelmann Building:
 - i. Improves the view of the new south facade of the Library
 - ii. Prevents crowding of the new entrance
 - iii. Provides space that may serve as a Plaza which will be the site for a variety of outdoor activities. It will be suitable for amenities such as public art, seating, tables with umbrellas, wireless access, and landscaping and plantings; Library activities such as reading, book sales and children's programs; and community activities such as herb sales, and mime performances.
- c. Provides an attractive and protected way to pick up and drop off users
- d. Provides some parking lot improvements, but retains the downhill slope from Green Street to the south facade of the library.
- e. The MTD will install a heated bus stop on the east side of the Library Plaza

3. Tepper Property

- a. The UFL has remodeled this building for ancillary purposes, including archival storage.
- b. The parking spaces west of the Tepper Building as administered by the Urbana Municipal Parking System will provide important long term parking
- c. Demolition would provide essential long-term expansion space from the west end of the existing building to Cedar Street.

4. Fejes Property

- a. The Fejes house is a historic 1872 building that originally faced Green Street, but was rotated ninety degrees and moved north to its present site. As of this writing, it is occupied by its owner, who does not wish to be disturbed. Purchase of the property, however, would be part of a long term plan for the library.
- b. The Library recognizes the historic value of the Fejes House. It should be preserved and not moved unless the three signatory bodies agree that the need to do so is compelling.

5. Marro Property

- a. The Marro Building was originally a filling station but has been modified and expanded to include additional space. There are possible EPA implications if the past removal of buried fuel tanks was not done to current standards. Title by the library should be acquired only upon proof of environmental compliance.
- b. Until 2017, this site will be available for use by the City in ways specified in the Second Cooperative Agreement and which are complementary to the appearance or use by the UFL. In 2026, (or earlier, if the Foundation pays the City a scheduled amount of money), title shall vest in the library.

6. Auler Property

- a. Control of this property is not prerequisite to the expansion of the library as the site is small and the parking lot can be successfully reconfigured without this building. Purchase of the property, however, would be part of a long term plan for the library.
- b. Efforts should be made to work with the owners of the building to integrate library landscaping and traffic patterns with those of the Auler Building including the possibility of working on shared parking arrangements.

7. Adjoining Areas

- a. In accordance with the downtown master plan and the Green Street MOR district, the portions of the south side of Green Street and the west side of Cedar Street which face the Library Block should be reserved for appropriate development or redevelopment to take advantage of the tree-lined Library vista, extending the mixed use concept across these two streets.
- b. Parking needs for the library and adjoining uses will be reevaluated as the Master Plan is revised. Creative methods for addressing adjacent parking needs should be explored with owners of surrounding properties.