

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, DECEMBER 14, 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: Becky Brown, Jean Koch, Barbara Lintner, Debra Lissak, and Fred Schlipf

Also present: Rupert Evans

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on December 14, 2004. The meeting was called to order by the President, Kermit Harden, at 7:32 p.m.

It was moved by Kate McDowell, seconded by April Getchius, and passed unanimously that the minutes of the meeting held on November 9, 2004, be approved as mailed.

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

November 17, 2004 – General Fund, \$17,072.39; Trust Fund, \$1086.85; Publications Fund, \$285.60.

December 1, 2004 – General Fund, \$10,703.42; Trust Fund, \$1821.13; Publications Fund, \$371.64.

Rupert Evens reported on the status of the Cherry Alley Plaza archway. Riley Glerum created two preliminary design concepts, which were reviewed at the December meeting of the Foundation. The members of the Foundation board voted unanimously option B. It was moved by Chris Scherer, seconded by April Getchius, and passed unanimously that the Library Board also accept the option B design.

The Foundation has commissioned Todd Frahm to create a sculpture for the east end of the Library plaza. The maquette is on display in the Library exhibit case. The finished sculpture will be ten feet tall and approximately four feet square.

The board discussed the possibility of the Foundation selling sponsorship of book stack end panels in the expanded Library.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

It was the consensus of the Board that the Library prepare an RFP for a new telephone system to replace the 10-year-old Panasonic system currently in use. The Panasonic system, which is on permanent loan from the Champaign Telephone Company, is significantly out of date, and any new components purchased will be obsolete from the day they are placed in service. The telecom line item in the construction budget may be sufficient to pay for a new system. The estimated cost is between \$30,000 and \$35,000. James P. Quisenberry and Beth Scheid will help the Library staff prepare the RFP.

The Board requested a clarification of the various construction budget expense lines. As of October 28, \$329,000 remained in the contingency budget, with \$21,000 in pending change orders. The furniture budget (FF&E) was set at \$440,000. The telecom data budget was set at \$96,000, with \$42,000 spent in Phase I. The Library relocation budget was set at \$100,000, with approximately \$38,000 spent at this time.

It was the consensus of the Board that money for the streetscape should not come out of the construction project FF&E money, but that it should be paid from the City streetscape budget or the Library construction project contingency budget.

Even with a 54 percent discount, the recent Estey shelving order came to \$85,000. Due to the increase in steel prices, this was twice what the Library had anticipated. It was the consensus of the Board that this difference in price was an appropriate expense for contingency funds rather than the FF&E budget.

The Library has specified standard furniture items from Buckstaff, KI, and Adden. All three firms sell to any interested dealer, so their products can be bid by dealers. The Library has prepared specifications for this furniture and turned them over to Pat Pioletti for him to process.

The specifications for four Kimble service desks (Adult Department, Children's Department, and Archives reference desks, plus the shop desk) will be ready after a meeting with Stocks.

The Library is preparing formal bid specifications for end panels, since they must be built to order. The staff are looking for specifications that will guarantee good quality without excessive cost.

Debra Lissak reviewed those areas of the Library's annual budget that can be used for discretionary expenditures. It was the consensus of the Board that all construction items should come from the construction budgets, with the Library budget used for non-construction items. James P. Quisenberry offered to meet with Pat Pioletti to review FF&E issues.

Two major expense items facing the Library are replacing the HVAC system in the 1917/1975 section of the building and reconstructing the front porch. The City is aware of both of these problems.

Education and Training

No report.

Finance

The Library staff will present possible December budget revisions in January.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

No report.

Long-Range Planning

No report.

Policy

No report.

Technology

No report.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

Fred Schlipf reported on the status of the construction project. Most drywall is in and is being painted. Two of the four ceilings in the front reading rooms have been replaced. Column covers are in place. The glass walls in the quiet study rooms and reading rooms have been installed. The temporary wall on the second floor has been removed. First and second floor ceramic tile and vinyl tile have been installed. With the exception of the front reading rooms, all light fixtures have been installed. Ceiling grids are all in and most of the acoustic tiles are in place. Data wiring and security wiring has been pulled.

The contractor should have substantially completed Phase II by about mid-January, with the exception of punch list corrections. Library staff members are working on plans for moving into Phase II. When the move is complete, the contractor will complete the Phase I punch list and carpet the floor. The staff anticipates a series of short-term closings of various areas of the Library while final work takes place.

Jean Gordon is retiring the end of the year after working in Archives for over 28 years.

Nancy Hammes's husband died December 13. Nancy works at the Circulation desk.

Urbana History Online is now accessible through the Library's website. It contains about 2 million index entries to materials held by the Archives.

The new public library rankings appeared in the October issue of *American Libraries* magazine. The Urbana Free Library remains in the top 1 percent of Illinois public libraries but has dropped to the top 2 percent of libraries nationally.

Planning for the May 1, 2005, ribbon cutting begin soon.

Adult Department

No report.

Children's Department

The Children's Department is discussing making 15 minute e-mail available on one of the OPAC machines for parents who are in the department with their children. They would use the same sign up system as the Adult Department. Users would have to be registered in the Adult Department in order to use the system.

Special Collections

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 9:04 p.m.

Becky Brown, Recording Secretary