

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MARCH 8, 2005

Present: Kermit Harden, James P. Quisenberry, Beth Scheid, and Charlie Smyth  
Absent: Mary Ellen Farrell, April Getchius, Kate McDowell, and Chris Scherer  
Staff present: Becky Brown, Jean Koch, Debra Lissak, and Fred Schlipf

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on March 8, 2005. Since there was not a quorum, the meeting was discussion only.

### ***PUBLIC COMMENT***

None.

### ***COMMITTEE REPORTS***

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

Al Treiber Associates was the apparent low bidder for the end panels, with a bid of approximately \$80,000. Acceptance is conditional upon receipt of a full sized sample for verification that it meets specifications.

The Board discussed the May 1 ribbon cutting. It was the consensus of members present that at least three staff names should be on the construction plaques: Fred Schlipf, Debra Lissak, and Pat Pioletti. The Board also discussed invitations to the event, name badges for past and present Board members, and contingency plans for rain.

#### ***Education and Training***

No report.

#### ***Finance***

The City is predicting a tight budget for the upcoming fiscal year, which means the Library budget will also be tight.

The Board reviewed its previous plans to increase materials funds to 12 to 15 percent of the total library operating budget, increasing the materials budget in annual increments of one half of one percent.

The finance committee will meet before the next Board meeting.

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

The annual meeting of the Friends will be on Tuesday, April 5.

***Lincoln Trail Libraries System***

No report.

***Long-Range Planning***

The City has leased the Marro building to a local attorney.

***Policy***

No report.

***Technology***

The telephone RFP is ready for distribution. James P. Quisenberry and Beth Scheid helped draft the RFP.

The Board was asked to review the draft ***Technology Plan*** that was handed out at the February 8 meeting and make comments before the April 12 meeting.

***TRUSTEE REPORTS***

No report.

***ADMINISTRATIVE REPORTS***

***Executive Director***

No report.

***Adult Department***

No report.

***Children's Department***

No report.

***Special Collections***

No report.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

None.

***ADJOURNMENT***

The meeting was adjourned at 9:00 p.m.

Becky Brown, Recording Secretary