

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JUNE 14, 2005

Present: Mary Ellen Farrell, April Getchius, Kermit Harden, Kate McDowell, James P. Quisenberry, Beth Scheid, and Chris Scherer

Staff present: Becky Brown, Barb Lintner, Debra Lissak, and Fred Schlipf

Also present: Peggy Henderson and Charlie Smyth

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on June 14, 2005. The meeting was called to order by the President, Kermit Harden, at 7:30 p.m.

It was moved by April Getchius, seconded by Kate McDowell, and passed unanimously that the minutes of the meeting of May 10, 2005, be approved as mailed.

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

May 18, 2005 – General Fund, \$22,259.99; Trust Fund, \$246.43; Publications Fund, \$97.31.

June 1, 2005 – General Fund, \$32,013.01; Trust Fund, \$675.48; Publications Fund, \$153.18.

### ***PUBLIC COMMENT***

None.

### ***COMMITTEE REPORTS***

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

The contractor is working to correct the items on the punch list.

Parts of the Archives and circulation were flooded when an elevator repairman mistakenly plugged the condensate drain from the air handler in the east penthouse. The elevator company will pay for any resulting damage.

User parking is tight, although the eight spaces in the Winkelmann lot will be available soon. Staff parking is also a problem. The City's agreements with Lincoln Square will require most of the Library staff to park in lot 24, south of Illinois Street, which is a long way from the library, particularly at night. Fred Schlipf is working with the City to find alternatives.

Because the owners of Lincoln Square are very actively seeking a bookstore for the mall, the Library may have to delay the addition of the planned shop selling new books in the east lobby. Possibilities include selling better quality used books, along with t-shirts, note cards, etc.; operating an express checkout desk; or some combination of functions that will include someone to greet and direct users entering the historic east door.

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

The American Library Association's annual conference will be held in Chicago on June 24 through 28. Lincoln Trail Libraries System is coordinating a bus trip to take interested people.

### ***Finance***

Debra Lissak presented the June budget revisions. Changes involved moving materials money between formats in individual department budgets, and similar rearrangement of salary budgets. It was moved by Chris Scherer, seconded by Mary Ellen Farrell, and passed unanimously that the budget be approved as presented.

The question of liability for the Foundation's Tortoise and Hare race has been raised. Fred Schlipf discussed several options with the Board.

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

No report.

### ***Lincoln Trail Libraries System***

James P. Quisenberry reported that Lincoln Trail has made some policy changes that will simplify reciprocal borrowing and intra-state interlibrary loans. The policy was shortened by five pages. The requirement that individual libraries meet a net 60 percent of local need was removed. Participation in state wide borrowing is now strongly recommended rather than a requirement.

Lincoln Trail Libraries System has a significant deficit in its automation department.

### ***Long-Range Planning***

No report.

### ***Policy***

I-type reductions at Lincoln Trail led the Library staff to review circulation policies and bring suggested changes to the Board for their approval. It was moved by Kate McDowell, seconded by Mary Ellen Farrell, and passed unanimously that the policy changes be approved as presented.

Kathryn Wicks will check at ALA on the options of signature panels on plastic cards at ALA. Not all companies can provide them.

### ***Technology***

No report.

***TRUSTEE REPORTS***

Charlie Smyth resigned his position on the Library Board upon being voted onto the City Council. He has asked Mayor Prussing to reappoint him to finish out his term. He noted that the City of Champaign requires that its Library Board include one City Council member; the City of Urbana will consider making a similar requirement.

***ADMINISTRATIVE REPORTS***

***Executive Director***

No report.

***Adult Department***

No report.

***Children's Department***

Barbara Lintner reported that over 400 children have signed up for the Summer Reading Program this year. The librarians' skit promoting the program was well received in the schools. The "Read to the Dogs" program was covered by one of the local TV stations.

***Special Collections***

Jean Koch's position has been advertised and applications are beginning to arrive.

For the first time in at least 25 years, the basement of the Cunningham Township building on Green Street no longer provides storage for Library items.

***UNFINISHED BUSINESS***

James P. Quisenberry presented the slate of officers chosen by the nominating committee. It was moved by James P. Quisenberry, seconded by Kate McDowell, and passed unanimously accept the slate of officers as presented. The Board will officially vote in the officers at the June meeting. Proposed officers include:

Kermit Harden – President  
Mary Ellen Farrell – Vice President  
Beth Scheid – Secretary/Treasurer

***NEW BUSINESS***

None.

***ADJOURNMENT***

The meeting was adjourned at 8:55 p.m.

Becky Brown, Recording Secretary