

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, SEPTEMBER 13, 2005

Present: Kermit Harden, Kate McDowell, James P. Quisenberry, Beth Scheid, Chris Scherer, and Charlie Smyth

Absent: Mary Ellen Farrell, April Getchius, and Jane Williams

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

Also present: Peggy Henderson, Sascha Meinrath, Simon Rosenzweig, and Erin Scottberg

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on September 13, 2005. The meeting was called to order by the President, Kermit Harden, at 7:30 p.m.

It was moved by James P. Quisenberry, seconded by Beth Scheid, and passed unanimously that the minutes of the meeting of August 9, 2005, be approved as mailed.

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

August 10, 2005 – General Fund, \$48,464.47; Trust Fund, \$41.51; Publications Fund, \$147.93.

August 24, 2005 – General Fund, \$14,100.75; Publications Fund, \$145.47.

September 7, 2005 – General Fund, 48,855.80; Trust Fund, \$201.42; Publications Fund, \$291.62; Grant Fund, \$200.00.

PUBLIC COMMENT

No comment.

COMMITTEE REPORTS

Building and Grounds

Fred Schlipf reported on continuing problems with paint chipping where chairs rub against walls. The Library staff have discussed having Timberline produce milled strips to be used as chair rails where chipping is a particular problem.

Charlie Smyth noted that the whole building will eventually need to be repainted with better quality paint.

Fred Schlipf spoke with Bruce Walden about the failing HVAC system. Because of the failure of the old 1970s equipment, the Board felt that the city could begin specifications for a replacement system now, so that the work could be bid in time for work in early spring, before weather makes air conditioning essential.

There has finally been an agreement on carpet repairs in Megan's room.

Education and Training

The Library Board reviewed the ILA *Trustee Facts File*.

Finance

No report.

Friends of The Urbana Free Library

The Friends of the Library made \$5757.11 at the August book sale. The next sale will be in November.

Lincoln Trail Libraries System

Statistics are still a major issue with Horizon, but Michael Stevenson gave Debra Lissak a quick lesson in Microsoft Excel and the use of pivot tables, which has made the process a little more streamlined.

Long-Range Planning

The Board will meet as a committee of the whole at 6:30 p.m. on October 11, prior to the regular Board meeting, to work on the ***Long Range Plan***. The Library will order box lunches, which will be served at 6:15 p.m. The Board decided to read through the existing plan together on October 11 and then choose which items to focus on and in what order.

Policy

The Library has been asked to issue temporary library cards to Hurricane Katrina victims who are staying in the community. It was moved by Charlie Smyth, seconded by Beth Scheid, and passed unanimously that the Library suspend the rules on temporary cards for Hurricane Katrina victims.

Technology

Patrons inquire daily about wireless internet access, but the Library's IT staff are concerned about direct wireless access to the Library's server.

Sascha Meinrath of CU attended the Board meeting to discuss how the Library could use the CU wireless system to provide wireless internet access for Library users. His group would install an antenna on the roof of the Library, and the Library would install equipment to connect users to the antenna. Because the Library structure and shelving will probably block wireless access effectively, the Library will initially set up two second floor areas for wireless access, one on the south side of the building near the reference desk and the other on the north side, west of the Archives. There will be no charge to the Library for access to the system.

The Library will take no responsibility for the access other than making it available. Signs will be posted to warn patrons that they are responsible for their own security and have a community responsibility as to what they view. Head phones must be worn if patrons want to use sound. The policy committee will review wording to be posted.

TRUSTEE REPORTS

James P Quisenberry commented on the handouts that Kate McDowell passed out last meeting. These will be useful for discussion at a future meeting.

ADMINISTRATIVE REPORTS

Executive Director

The search for the new head of Archives is almost completed.

The new phone system installation starts tomorrow.

The Library will do a parking survey soon.

Circulation will start handing out plastic library cards tomorrow morning.

Paul Hertz is resigning the end of October. He feels that the Library needs a full time person to keep up with all that needs to be done, but the Library has no funds budgeted for that purpose.

The Library is still working out all of the divisions of maintenance labor between J & J Cleaning Services and Melvin Young, the Library's custodian.

The annual reception for GSLIS students, staff, and faculty will take place on Friday September 16.

The Library has had several brochures translated into Spanish for the Latina Festival on September 25.

Adult Reference will have two practicum students this semester, and the Children's Department will have one.

The Library has started using GSLIS students as technology volunteers at the Adult Reference Desk to help patrons use computers and copiers and to register people for Internet access.

Adult Department

No report.

Children's Department

Barbara Lintner reported that the Children's librarians will start book talking in the schools soon.

Special Collections

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 8:58 p.m.

Becky Brown, Recording Secretary