

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A LONG RANGE PLANNING MEETING AND REGULAR BOARD MEETING HELD ON TUESDAY, JANUARY 10, 2006

Present: Mary Ellen Farrell, William Golden, Kermit Harden, Kate McDowell, James P. Quisenberry, Chris Scherer, Charlie Smyth, and Jane Williams

Absent: Beth Scheid

Staff present: Becky Brown, Debra Lissak, Fred Schlipf, and Anke Voss

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on January 10, 2006. The meeting was called to order by the president, Kermit Harden, at 6:30 p.m.

It was moved by Kate McDowell, seconded by Mary Ellen Farrell, and passed unanimously that the minutes of the meeting of December 13, 2005, be approved as mailed.

It was moved by William Golden, seconded by Jane Williams, and passed unanimously that the following bills be approved retrospectively for payment:

December 14, 2005 – General Fund, \$21,506.25; Trust Fund, \$121.71; Publications Fund, \$444.94.

December 28, 2005 – General Fund, \$23,892.10; Trust Fund, \$3224.34; Publications Fund, \$215.03; Grant Fund, \$200.00.

### ***PUBLIC COMMENT***

None.

### ***COMMITTEE REPORTS***

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

The punch list is getting to the point where there will be some trading off of some of the remaining things that need to be done. It was the consensus of the Board that Fred Schlipf and Pat Pioletti should work out the agreements. Charlie Smyth will help if he is needed to press the point of view of the Library and City. One of the areas that will not be negotiated is the carpeting in Megan's Room.

The Board discussed the HVAC system and the cost of replacing it. Charlie Smyth is willing to ask the Foundation what it can do to help. GHR is going to be working on the bid documents soon. Mayor Prussing is willing to borrow funds if needed. Dan Hoch, who has been maintaining the Library's HVAC system, has reported that both refrigeration compressors need to be replaced, that the boiler needs work, and that the air handler will need to be modified to convert from a DX system to a chiller.

Victor Fein of Timberline says that the chair rails will be ready to install by the end of February or first part of March. The cost will be approximately \$7,000.

The phone system has been tested and retested and is finally beginning to approach being finished.

The wireless system has been unreliable. Bill DeJarnette, the City of Urbana's computer technology specialist, is helping the Library review options.

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

Lincoln Trail Libraries System is offering a trustees' workshop later in January. Several of the Board members have attended similar workshops in the past and found them worthwhile. Jane Williams expressed an interest in attending the upcoming workshop.

### ***Finance***

Debra Lissak is starting to work on the budget for fiscal year 2006/07. One of the issues she will be looking at is staffing needs. The Library is continuing to try to increase the materials part of the budget, but more materials mean more staff time for processing. The Finance Committee will meet January 30, 2006, to go over the budget with Debra and Fred.

Another item mentioned for consideration is the replacement schedule for items within the Library.

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

Fred Schlipf is reluctant to ask the Friends to pay for Library cards for people outside the Library's taxing district. Determining who is eligible and then who actually receives the cards would be a difficult task. The Friends turned down a very similar request several years ago.

The Board reviewed Illinois state law on non-resident cards. Laws in this area are very specific. One possibility is returning to the idea of a special taxing district in rural Urbana that could contract with the Library for service.

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

Lincoln Trail has received a grant to establish a network of interpreters for libraries.

Lincoln Trail is starting to investigate updating technology policies with an eye towards information privacy. They are concerned about technology that could affect the automation system which in turn would affect member libraries.

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

The Board worked on the ***Long Range Plan*** and revised sections D, E, F, and G. It was decided to continue the revisions at the February meeting. Box lunches will be available at 6:00 p.m., and the meeting will start at 6:30 p.m.

Beth Scheid and Jane Williams will meet with the staff to start reviewing the Library's organizational structure and staff hierarchy.

***Policy***

The Board reviewed proposed changes in the Library’s Internet use policy to include wireless access by patrons with laptops. It was moved by Charlie Smyth, seconded by William Golden, and passed unanimously that the Internet policy be approved as revised.

A patron questioned Library staff about the possibility of obtaining a family library card. The Board discussed the implications of family library cards. It was the consensus of the Board that family cards will not be offered at this time. James Quisenberry suggested that the patron might be directed to a software package called “Library Elf” that is a third party system that allows email notifications to go to it and the patron controls how the information is then sent on to him.

There was discussion about the possibility of having unsupervised collections in various community places outside the city limits that would be available to people who cannot afford Library cards. These collections could be made up of donated books.

***Technology***

No report.

***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 9:18 p.m.

Becky Brown, Recording Secretary