

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A LONG RANGE PLANNING MEETING AND REGULAR BOARD MEETING HELD ON TUESDAY, FEBRUARY 14, 2006

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

Absent: Mary Ellen Farrell

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

Also present: Tabitha Becker, Peggy Henderson, and Nina Shimmin

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on February 14, 2006. The meeting was called to order by the president, Kermit Harden, at 6:30 p.m.

It was moved by William Golden, seconded by Jane Williams, and passed unanimously that the minutes of the meeting of January 10, 2006, be approved as mailed.

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

January 11, 2006 – General Fund, \$22,630.31; Trust Fund, \$398.83; Publications Fund, \$842.85.

January 25, 2006 – General Fund, \$23,898.41; Trust Fund, \$276.61; Publications Fund, \$305.68.

February 8, 2006 – General Fund, \$32,597.18; Trust Fund, \$601.76; Publications Fund, \$665.01; Grant Fund, \$200.00.

PUBLIC COMMENT

Nina Shimmin and Tabitha Becker attended the Board meeting as one of the requirements for a class they are taking at the U of I Graduate School of Library and Information Science.

Peggy Henderson passed out the League of Women Voters guide.

COMMITTEE REPORTS

Building and Grounds

Fred Schlipf is still dealing with punch list problems.

Dan Hoch of York has suggested that the Library replace the worn out condenser units in the east half of the library with new condenser units rather than with a chiller system. Because the east half of the

building has no VAVs, condenser units would be as effective and efficient as a chiller, but the equipment would be much less expensive and could be delivered much more quickly. The only disadvantage would be that the chiller for the new west addition could not be linked to the condenser units.

It was the consensus of the Board that it should incorporate into the *Long Range Facilities Plan* hiring a consultant about fifteen years from now to start the next HVAC replacement process in a timely manner, rather than waiting until the system fails.

Education and Training

No report.

Finance

An ad hoc committee of Board members Beth Scheid and Jane Williams met with Fred Schlipf and Debra Lissak to discuss the Library's organizational chart. They proposed a modified organizational structure for the Library.

The proposed organizational changes will have financial implications because two positions will be reclassified to higher pay levels. These positions are Assistant Head of the Adult Services, who will become Director of Adult Services, and Head of Circulation, who will become Director of Circulation Services.

It was moved by Charlie Smyth, seconded by William Golden, and passed unanimously that the revised organizational chart be approved as presented.

New job descriptions for affected positions will need to be approved by the Urbana Civil Service Commission.

The board reviewed the proposed February budget revisions. These included transferring yellow pages listing from telephone costs to public relations. It was moved by William Golden, seconded by Chris Scherer, and passed unanimously that the budget revisions be approved as mailed.

Library staff expressed their hope that the fiscal year 2006/2007 budget will be able to address some staffing issues. The Adult Department is particularly understaffed. As Deb Lissak receives direction from Ron Eldridge at the City, she and Fred Schlipf will work on next year's budget with the Finance Committee.

Friends of The Urbana Free Library

Fred Schlipf asked the Friends about the possibility of their group sponsoring Library cards for people outside the Library's taxing district. The Friends feel this is an inappropriate use of their funds.

The Friends of the Library have set the next book sale for April 27–May 1.

Lincoln Trail Libraries System

The Urbana Free Library was well represented at the recent reception for the Director of the Illinois State Library at the Lincoln Trail Libraries System headquarters.

Long-Range Planning

The Board worked on the ***Long Range Plan*** and revised sections H, I, J, and K. It was decided to continue the revisions at the March meeting. Box lunches will be available at 6:00 p.m., and the meeting will start at 6:30 p.m.

Policy

The Board packet for the February meeting included possible revisions to a number of job descriptions, as developed by the library's supervisory staff.

It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously that the Board prepare and approve the job description for the Executive Director only, who will in turn be responsible for the job descriptions for the rest of the staff.

It was the consensus of the Board that they begin their review of the Executive Director's job description at the April Board meeting. The description will need to be updated before the Board starts the process of hiring the next Executive Director. Fred Schlipf plans to retire in May 2007.

Technology

No report.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

The next Tortoise and Hare Race is scheduled for June 24.

It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously that the Library explore ways to offer coffee service in the Library. Fred Schlipf outlined three possible options.

- The Library could try to run the shop with someone employed at a very basic level position. This option would cost the Library a minimum of about \$32,000 to \$35,000 in wages annually.
- The Library could try to staff the shop with volunteers. It was the consensus of the Board that no 70-hour-a-week operation could be maintained with volunteers. Such an operation would also require hiring a volunteer coordinator.
- The Library could contract with an outside agency. It was the consensus of the Board that this would be the best option. Fred Schlipf will prepare an RFP and send it to possible vendors.

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