

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

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

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

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

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

It was moved by Jane Williams, seconded by James P. Quisenberry, and passed unanimously that the minutes of the meeting of February 14, 2006, be approved as mailed.

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

February 22, 2006 – General Fund, \$23,537.94; Trust Fund, \$195.93; Publications Fund, \$165.49; Grant Fund, \$200.00.

March 8, 2006 – General Fund, \$25,195.36; Trust Fund, \$71.75; Publications Fund, \$65.53.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

Fred Schlipf reported that he is still dealing with punch list problems.

GHR is preparing the bid documents for replacement HVAC for the 1917/1975 building. Because this process has been delayed, there will probably be no cooling in this section of the building until sometime in June, a month or six weeks after the system will be needed. It was moved by Charlie Smyth, seconded by James P. Quisenberry, and passed unanimously that the staff explore ways to cool the Library until the new system is functioning.

The outside book return units in the new parking lot have never functioned properly. The bins don't work well, and the island on which they are located was badly designed. Staff members are studying alternate return bins, and the City is studying reconfiguring the island

The Board discussed surveillance cameras for the library. It was the consensus of the Board that the Library should prepare an RFP rather than try to write full bid specifications.

Education and Training

No report.

Finance

It was moved by William Golden, seconded by Chris Scherer, and passed unanimously that the March revisions for the FY 2005/2006 budget be approved as presented.

The Finance Committee has met to review budget options for FY 2006/2007, and a proposed budget based on the committee's recommendations was distributed prior to the Board meeting.

In addition to covering projected increases for inflation in costs, the proposed budget includes:

- One new FTE librarian for the Adult Department. A one-half FTE position has been in the Library's financial plan since before construction began on the new addition. With the addition complete, pressures on the department are much greater.
- A 15-hour position in the Archives for mail-order requests for photocopies. It is the Library's plan to recover 100 percent of the cost of this staff member from increased fees for copying.
- A second T-1 line, if the Automation Committee decides it is necessary to meet the needs of the automation system, patron Internet and database access, and Library staff work.
- Continuing to move toward bringing the Library's budget for books and other materials to a minimum of 12 percent of its operating budget.
- A 15-hour position in Acquisitions for processing new materials. This is a result of increases in the Library's materials budget in recent fiscal years.

The Board discussed its options for reopening the east entrance if no local coffee vendor is interested in operating a coffee service in the Library. One possibility is hiring staff to offer coffee and a variety of other retail services at the shop and asking the City to cover losses.

It was moved by Chris Scherer, seconded by Beth Scheid, and passed unanimously that the 2006/2007 budget including the bulleted items above be approved and transmitted to the City, and that the Library seek to maintain funding that will not lower its equivalent property tax rate.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

James Quisenberry reported that the budget initially proposed for the Illinois State Library was about half a million less than expected. The Secretary of State may be persuaded to fight that change. The Illinois

State Library budget and budget support of library systems has gone down approximately 20 percent over the last six years.

James brought copies of the ALA “Guide for Establishing Technology Policies,” which was distributed by Lincoln Trail.

Long-Range Planning

The Board finished revising the ***Long Range Plan***. It will now be sent to various staff members to review their particular sections.

Policy

The Board reviewed possible policy changes presented by the Library staff.

It was moved by William Golden, seconded by Kate McDowell, and passed unanimously that Section IV-A of the ***Policy Manual*** be revised to extend the adult VHS loan period from two days to one week, and to accept holds and interloan requests.

It was moved by Chris Scherer, seconded by Mary Ellen Farrell, and passed unanimously that Section IV-I of the ***Policy Manual*** governing patron conduct in the Library be approved as revised.

It was moved by William Golden, seconded by Jane Williams, and passed unanimously that Section IV-J of the ***Policy Manual*** governing computer and Internet access be approved as presented. The Board discussed the use of Internet workstations provided for use by parents in the Children’s Department.

Fred Schlipf reported that he spoke with both The Friends of the Urbana Free Library and the Urbana Free Library Foundation about sponsoring non-resident cards. Both groups feel that the money for non-resident cards must come from non-Library sources, such as Urbana or Somer Township or a charitable organization. Fred will explain the situation to Ms. Faris and offer to help with applications for support.

The Policy Committee will meet before the next Board meeting. On the agenda will be reviewing the Archives photocopy fees and budget implications, using Consulate ID’s as a valid ID for obtaining a library card, the implementation of staff ID’s, and reviewing the job description for the Executive Library Director.

Technology

No report.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

Fred Schlipf will attend the Public Library Association national conference next week. He will not attend the American Library Association conference.

Readers of *The Hub* rated The Urbana Free Library the best library in Urbana-Champaign.

The Library has hired a locksmith to improve the security of a number of doors.

There have been two possibly positive responses to the Library's letter to local coffee shops about provision of coffee service in the Library.

The Board discussed posting pictures and e-mail address of Board members in the Library.

The Technology Committee will meet to discuss the Library's website and its computer network.

Adult Department

No report.

Children's Department

No report.

Special Collections

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

It was the consensus of the Board that the following Trustees will serve on Board committees.

Building and Grounds: Bill Golden and Jane Williams

Education and Training: Mary Ellen Farrell

Finance: Kermit Harden, Chris Scherer, and Charlie Smyth

Friends of the Library: Chris Scherer

Lincoln Trail Libraries System: James P. Quisenberry

Long-range Planning: Committee of the Whole

Policy: Mary Ellen Farrell, Kate McDowell, Jane Williams

Technology: James P. Quisenberry, Beth Scheid, and Charlie Smyth

ADJOURNMENT

The meeting was adjourned at 9:30 p.m.

Becky Brown, Recording Secretary