

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, APRIL 11, 2006

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

Absent: Chris Scherer

Staff present: 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 April 11, 2006. The meeting was called to order by the president, Kermit Harden, at 7:37 p.m.

It was moved by William Golden, seconded by Jane Williams, and passed unanimously that the minutes of the meeting of March 14, 2006, be approved as mailed.

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

March 22, 2006 – General Fund, \$35,963.16; Trust Fund, \$479.20; Publications Fund, \$103.61; Grant Fund, \$200.00.

April 5, 2006 – General Fund, \$35,184.09; Trust Fund, \$693.58; Publications Fund, \$204.77.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

The HVAC replacement bids have come in and the low bid will be announced tomorrow, Wednesday, April 12.

Dan Hoch has found three more things in the building that were done incorrectly during construction.

- A control valve was installed backwards, which has caused non-stop heat in the south entry.

- A new reheat was installed without adequate pipe support above the magazine storage area. Someone leaned on it, and caused it to leak. It will need to be soldered and have the proper supports added.
- The staff room has never had hot water because there is a water circulating system that is not working properly.

Fred Schlipf, Debra Booth, and Kathy Wicks visited the Mt. Vernon Public Library to examine a specific model of book return. The City is still working on ways to redo the book return island. If possible, the Library staff would like to install three or maybe four book returns.

Arrangements for the library shop are still pending.

Education and Training

No report.

Finance

The Library budget meeting with the City administration took place on March 17.

Friends of The Urbana Free Library

The spring book sale will be held from April 27 through May 1. The Friends have planned three five -day sales a year, which are needed to deal with the large number of donated books.

Lincoln Trail Libraries System

James Quisenberry reported that there is a state investigator visiting library system offices to exam their methods and policies and procedures. It has a feel of an audit, but Lincoln Trail is uncertain of the reasons behind the investigation.

There is also some tension in the system about patrons getting their cards at the smaller libraries and heavily using the larger libraries.

Long-Range Planning

The ***Long Range Plan*** is still a work in progress. It will be returned to the Board for their approval after Becky Brown has sorted out all of the accumulated notes and has circulated the revised version to staff members to review their particular sections.

Policy

It was moved by William Golden, seconded by Charlie Smyth, and passed unanimously that Section IV-A of the ***Policy Manual*** governing circulation policies be changed to accept consulate IDs as valid identification for library cards.

It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously that the changes in Section IV-H of the ***Policy Manual*** governing photocopying be approved as presented. The changes will take affect May 1, 2006.

Member libraries and Lincoln Trail are experimenting with local holds. There are two basic issues. One is varying philosophical viewpoints on local holds and the other is the actual mechanism that makes local holds work. There are some ways that Horizon could be improved to make local holds work more smoothly and more positively. To further this process, Kate McDowell has a meeting set with Terry Weech to discuss policies of other cooperative systems, and James Quisenberry will set up a meeting with a Champaign Board Trustee, Fred Schlipf, and Marcia Grove, to help Champaign and Urbana get on the same page. Hopefully these meetings will provide needed data and alternatives. Mary Ellen Farrell is interested in setting up a survey for finding out how patrons feel they are being served.

Technology

The Technology Committee met with Pat Clifford on April 1, 2006, to review the structure and equipment in the Library's computer network. While the existing equipment is functioning acceptably, a number of components are not up to current networking standards and will be increasingly vulnerable as more and more pressure is put on the network. Beth Scheid distributed a diagram of the system to show Board members the problem areas.

- The greatest problem is two old servers in the Tepper building. These are connected to the Library by copper cables, which make the servers vulnerable to lightning strikes. The Technology Committee recommends replacing these servers with new servers in the main library building.
- A second problem is that the connections between all the different networking equipment are not done in the most efficient manner; they break networking rules by creating more than the allowed five hops between connections.
- The third problem was the use of Milan fiber to UTP converters, which are fragile and are not recommended pieces of network equipment.

The Technology Committee suggested moving or replacing the servers, purchasing networking equipment that would help the hop problem, and eliminating the fiber to UTP converters. Patrick Clifford is looking up prices for equipment, checking on the ability to move the servers, and investigate better ways to map the connections.

TRUSTEE REPORTS

William Golden announced that he will be moving to Champaign in June or July, making him ineligible to serve on the Library Board after that time. He has already notified the Mayor.

ADMINISTRATIVE REPORTS

Executive Director

Fred Schlipf reported that the Library is looking into a State of Illinois' program that enables public entities to use credit and debit cards.

Associate Director

No report.

Adult Department

No report.

Children's Department

Barbara Lintner reported that the Children's Department is preparing for this year's summer reading program.

The Children's Department is cooperating with the Wiley School Reading Incentive Program. This program will require each child to come to the Library for points.

Barbara also reported that the department is working on a Cultural Diversity project with East Central Illinois Association for the Education of Young Children.

Special Collections

Anke Voss reported that the Archives is continuing to work with Youth Media Workshops by hosting students for tours and research assistance. The Archives is collaborating with Youth Media Workshops on an application for a LSTA grant to fund a set of workshops and educational tools. These workshops were done in conjunction with the Champaign and Urbana schools and the Early American Museum.

UNFINISHED BUSINESS

Kate McDowell distributed a "Hiring a Library Director" information sheet from the 1988 State of Iowa Library Trustees Handbook. She also set up a timeline/organizational chart which shows that things need to start now. The first item needed is a job description, which will continue to be developed by the Policy Committee and other Board members who are interested in being a part of that process. Based on things discussed at this meeting, Kate will tweak the organizational list. It was the consensus of the Board that Library staff members, the Friends of the Library, and Foundation members should have input on interview questions. The Board discussed to composition of a search committee and opportunities for community groups to meet finalists for the position.

Charlie Smyth, William Golden, and Chris Scherer were appointed to a nominating committee for Board of Trustees officers.

Debra Lissak circulated a preliminary copy of the sheet to be posted in the Library with photographs and e-mail addresses of Board members. Some of the photographs were unsatisfactory, and the Board will look for other sources.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 9:25 p.m.

Becky Brown, Recording Secretary