

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MAY 9, 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, Pat Clifford, John Dunkelberger, Barbara Lintner, 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 May 9, 2006. The meeting was called to order by the president, Kermit Harden, at 7:30 p.m.

It was moved by Kate McDowell, seconded by Beth Scheid, and passed unanimously that the minutes of the meeting of April 11, 2006, 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:

April 19, 2006 – General Fund, \$18,974.13; Trust Fund, \$530.15; Publications Fund, \$21.37.

May 3, 2006 – General Fund, \$25,469.23; Trust Fund, \$832.55; Publications Fund, \$255.28.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

June 1 is the estimated completion date of the new HVAC system.

While preparing bid specifications for the new equipment, the engineers discovered that the system is losing about 18 percent air pressure, apparently due to leaks in the old air ducts. The Library has asked Dan Hoch to check the ducts and reseal them where possible. Dan will also be fixing the old furnace, which has been shut down due to gas leaks.

The punch list is mostly finished, but one area of contention is still the carpet in Megan's Room.

Fred Schlipf and Debra Lissak met with the City, GHR, and Berns Clancy to start the process of creating new drawings for the book return island.

Library staff met with Melissa Fanella of Caffe Paradiso, Public Health, Timberline, and City inspectors to review the work required to create the coffee shop. It will require sinks at both the kiosk and in the back room, additional wiring, remodeling of the kiosk, and adding a suspended ceiling in the back room.

The staff will work as quickly as possible in hopes that the shop (and the east door) can be open on June 24, the day of the Tortoise and Hare race and the Foundation's afternoon ice cream party. The Board discussed possibilities for opening the east door on June 24, whether or not the shop is complete. The Friends of the Library are very interested in being a part of the coffee shop.

The chair rails are almost completely installed.

Education and Training

No report.

Finance

The budget that was sent in the Board packets was revised by Mayor Prussing. Copies of the revised budget were handed out to the Board. The Mayor put back into the budget the 15 hours a week in acquisitions that had been removed. The Mayor was also convinced that the Adult Reference position was needed and made sure that position was in the budget. Because of the other budget increases, the percentage increase of the materials budget in relation to the whole budget was not as large as hoped for, but the materials line of the budget was increased 8 percent, which is still a substantial increase. The staff suggested dividing the supplies line in general supplies and materials processing supplies, to make clear that a substantial part of the Library's supply budget is for materials processing.

The Library budget will go before city council on May 22. Board members are welcome to attend.

It was moved by Chris Scherer, seconded by William Golden, and passed unanimously to accept to Mayor's budget revisions.

Friends of The Urbana Free Library

The Friends sold \$5,800 worth of books at the last sale. This sale was well organized and took less staff time than many sales in the past. Books donated for the sale in the future will be sorted, with the most attractive books going into the shop book shelves to be sold at twice the standard book sale price. The next book sale will be in August at time of the Sweet Corn Festival.

The faculty of the Graduate School of Library and Information Science selected two students to receive the Herbert Goldhor award this year. The award is funded by the Friends of The Urbana Free Library and presented to students who show unusual promise in the area of public library service. This year's winners include Maggie Hommel and Jennifer Greene. Jennifer worked as an intern in the Library's Children's Department.

Lincoln Trail Libraries System

James P. Quisenberry reported that there has been some progress in the local holds discussion. The test has been run on the local hold model that The Urbana Free Library would like to see used, and it works well. James also reported that there has been significant attention to the transit problems in the delivery system, and Lincoln Trail is working on a solution.

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

Kate McDowell passed out for review a new time line for hiring a new Executive Director. She also passed out the job description and the job advertisement and revised them on her laptop computer as Board members and staff made suggestions. The Board discussed a number of points, including the best way to present the salary range, whether specific details should be in the job description or a job contract, and whether specific job expectations and experiences should be required or preferred.

The Board also discussed where and when to advertise, who should be on the search committee and advisory committee, and who should meet the top candidates.

It was moved by Charlie Smyth, seconded by William Golden, and passed unanimously that Jane Williams and Kate McDowell co-chair the search committee. The Board will discuss at the next meeting who else should be a part of the search committee. Kate mentioned that the search committee will have two main tasks, the initial screening of candidates, followed by selecting and interviewing candidates to be interviewed in Urbana.

Technology

Charlie Smyth reported that the technology committee met again and approved the installation of a section T-1 line. Patrick Clifford will research the equipment needed for adding another line.

The sheet with photos and e-mail addresses of Board members has been finished and is ready to be placed out in the public area. All e-mail addresses are at **tufl.info**. Pat Clifford handed out instructions on how to get into the e-mail accounts listed on the sheet. He will set up forwarding to other e-mail accounts for those Board members who want that service, and will help with setting up any other options that may be available from this e-mail service.

TRUSTEE REPORTS

The nominating committee, consisting of Charlie Smyth, William Golden, and Chris Scherer, presented a slate of Board of Trustees officers. The nominations are Kermit Harden as President, Kate McDowell as Vice-President, and Beth Scheid as Secretary/Treasurer. It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the slate of officer be approved as presented. The slate will be voted on at the June meeting and take office at the July meeting.

ADMINISTRATIVE REPORTS

Executive Director

Summer reading programs will start at the end of the month.

Plans are being made to hire the new Adult Reference librarian, but nothing will be done until the City acts on the budget.

The next Tortoise and Hare Race is scheduled for the morning of June 24, with an ice cream party that afternoon. The Foundation has selected the next Cherry Alley sculpture.

Associate Director

No report.

Adult Department

John Dunkelberger reported that the temperature in the Adult Reference office has ranged from 80 to 86 degrees.

Children's Department

Barbara Lintner reported that the Library is working in cooperation with the Early Childhood and Parenting Collaborative (ECAP) of the University of Illinois Department of Education, the East Central Illinois Association for the Education of Young Children, and the Orpheum Children's Science Museum on a grant to provide preschool science and math educational materials. Barbara said that if for some reason the grant is not awarded, the groups involved will still continue with the project.

Special Collections

Anke Voss reported that the Archives has hired a person to fill the 15 hour a week position to photocopy patron requests.

Anke was very busy recently making the local arrangements for the Midwest Archives Conference, which was held in Bloomington this year.

UNFINISHED BUSINESS

None

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 9:45 p.m.

Becky Brown, Recording Secretary