

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JUNE 13, 2006

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

Absent: Kermit Harden

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

Also present: Peggy Henderson

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on June 13, 2006. The meeting was called to order by the vice-president, Mel Farrell, at 7:35 p.m.

It was moved by William Golden, seconded by Chris Scherer, and passed unanimously that the minutes of the meeting of May 9, 2006, be approved as mailed.

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

May 17, 2006 – General Fund, \$23,302.24; Trust Fund, \$537.03; Publications Fund, \$473.17.

May 31, 2006 – General Fund, \$32,323.42; Trust Fund, \$358.68; Publications Fund, \$41.97.

PUBLIC COMMENT

Peggy Henderson commented that she is pleased to see Caffe Paradiso coming to the Library. In her opinion, they have the best coffee in Champaign-Urbana.

COMMITTEE REPORTS

Building and Grounds

Fred Schlipf reported that the replacement HVAC system for the east half of the building is now up and running, although programming is still in progress. Dan Hoch is working on the old boiler, which has many gas leaks. He has also replaced a rotor on one of the new circulating pumps, which are out of warranty. While reviewing the library's HVAC equipment, Dan has found a number of programming items for Alpha Control to fix; these are covered by a two-year warranty.

Berns-Clancy is reworking the book return island drawings.

The Foundation is very eager for the coffee shop to be open on June 24, and things look hopeful. Installing the shop has proved to be a very complex project. The staff will hang a banner on the east balcony to announce the reopening of the Race Street entrance. Caffe Paradiso has agreed to a three year contract.

Education and Training

No report.

Finance

Debra Lissak presented the June budget revisions to the Board. The fiscal year is finishing with some large expenses, including the coffee shop and HVAC repairs. There had been discussion about adding a second T-1 line, but ICN is in the process of reorganizing, and the Board decided to wait for this process to be completed. It was moved by William Golden, seconded by Chris Scherer, and passed unanimously that the June fiscal year 2005/06 budget revisions be approved as presented.

The City Council will be finalizing the 2006/07 fiscal year budget at their meeting on June 19, 2006.

It was decided due to time constraints to defer a discussion of the new five-year fiscal plan.

Friends of The Urbana Free Library

The Friends of The Urbana Free Library will maintain the book sale area in the coffee shop.

Lincoln Trail Libraries System

James P. Quisenberry reported that Lincoln Trail is facing a tough budget this coming fiscal year. Part of their plan is to reduce expenses through personnel attrition.

Long-Range Planning

The Board decided to meet at 6:30 p.m. on July 11 to continue working on the Long Range Plan. It was decided to forgo the box lunches and just start the meeting at 6:30.

Policy

It was moved by Kate McDowell, seconded by William Golden, and passed unanimously that the Executive Director's job advertisement be run with the actual salary range for the 2006/07 fiscal year. The board reviewed and revised the wording of the advertisement. It was moved by Kate McDowell, seconded by Beth Scheid, and passed unanimously that the job advertisement be run as amended. The ad will be run in various places including *Hotline*, *Library Journal*, *ILA Jobline Online*, the Library's web site, and any other places that are online and free. Heather Sinclair will be asked to work up the layout for the ad for the publications. Pat Clifford will be asked to create the email address, **searchcommittee@tufl.info**. Short versions of the job description will appear in publications, with referrals to the web site for more information.

The Finance Committee will start working on an interview schedule for those candidates who are invited to come to town. This will allow the Board to estimate the cost for that part of the interview process.

The LINC policy council agreed to a one-year trial of local holds. There are different levels of interest in and support for this procedure among the member libraries. Lincoln Trial and the member libraries are discussing how many I-types are needed per library.

Technology

Pat Clifford gave the Board all the information requested. The wait now is to see what ICN will be doing.

TRUSTEE REPORTS

This was William Golden's last Board meeting, since he is moving to Champaign. The Mayor has appointed Barbara Gillespie to take his place.

ADMINISTRATIVE REPORTS

Executive Director

Fred Schlipf reported that the Library will advertise the new Adult Department reference librarian position as soon as the City Council passes the budget.

Fred is on the Illinois State Library Scholarship committee, which will spend four days interviewing candidates in Chicago and Springfield.

The Library continues to have frequent tours for groups of overseas librarians.

Associate Director

Debra Lissak reported that her time has been consumed with keeping the coffee shop on schedule.

Adult Department

John Dunkelberger reported that with HVAC repairs completed the office is now comfortable again. Adult Reference has been very busy lately.

Children's Department

Barbara Lintner reported that approximately 400 children have signed up for the department's Summer Reading program. The department has been extremely busy. The staff are planning to divide Babies' Laptime into two sessions in July because attendance has grown to about 90 people at each session. With such large crowds in the auditorium, sound equipment is becoming a necessity.

Special Collections

Anke Voss will be teaching a course in archives management at the Library School this fall.

Linda Frank's office is microfilming civil court case files from 1966 to 1999 and offered the original files to the Archives. Unfortunately, this involves 975 boxes, and the Archives does not have space for them.

Archives staff will sample the contents of boxes to see if partial acceptance would be a good idea. They will also request copies of the microfilm.

By virtue of office, Fred Schlipf is the county historian. With Fred preparing to retire, this might be the right time to change that appointment from the Library Director to the Director of the Archives.

Sascha Rubel has approached the Archives about transferring Nina Rubel's papers to the Archives. These include scrap books and extensive photo files, as well as personal papers.

The Archive has two major events on the horizon—the fiftieth anniversary of the founding of the Archives and the three millionth entry to *Local History Online*. The staff will organize a celebration of these events in November.

The new fee structure for Archives photo copies is on the web site, and people seem to have accepted it with no problems.

Circulation

Circulation Services has started its annual summer outreach, including monthly appearances at the Market at the Square and appearance at all Urbana Park District Neighborhood Nights. Circulation staff members will also be present at Quad Day and at Urbana School District registration days this year.

UNFINISHED BUSINESS

It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously that the slate of officers presented at the meeting held on May 9, 2006, be approved. Officers for fiscal year 2006/07 include Kermit Harden, President; Kate McDowell, Vice-President; and Beth Scheid, Secretary/Treasurer. They will take office in July 2006.

NEW BUSINESS

Fred Schlipf reported that the Library had to ask a political candidate's staff to stop accosting patrons entering the building and asking them to sign a petition, since Library policies are specific on the point that patrons may not be accosted for any purpose on Library property. The Library has enforced this policy rigorously and without regard to content or purpose. Over the years, the Library has refused to let University students conduct research, refused to allow media to conduct man-on-the-street interviews, etc. Staff members believe that they have been very consistent in enforcing the Board's policies in accordance with time, place, and manner. The candidate has decided to pursue the issue by contacting the City. He also asked for Board members' names and addresses.

ADJOURNMENT

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

Becky Brown, Recording Secretary