

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

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

Present: Barbara Gillespie, Kermit Harden, Kate McDowell, James P. Quisenberry, Chris Scherer, and Charlie Smyth

Absent: Mary Ellen Farrell, Beth Scheid, 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 July 11, 2006. The meeting was called to order by the president, Kermit Harden, at 6:50 p.m.

It was moved by James Quisenberry, seconded by Chris Scherer, and passed unanimously that the minutes of the meeting of June 13, 2006, be approved as mailed.

It was moved by Chris Scherer, seconded by James Quisenberry, and passed unanimously that the following bills be approved retrospectively for payment:

June 14, 2006 – General Fund, \$78,483.92; Trust Fund, \$405.91; Publications Fund, \$72.94.

June 28, 2006 – General Fund, \$88,140.14; Trust Fund, \$1028.53; Publications Fund, \$2221.09.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

The City has requested that the Library go through the formal process to convert the entire site of the building to B-4 zoning. Currently the east two-thirds of the building site is zoned R-6 and the west third B-4. Rezoning will provide consistent zoning for the building site and provide the proper zoning for the coffee shop. It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the Library request that the east two-thirds of the building site be rezoned from R-6 to B-4.

Fred Schlipf reported that Dan Hoch has rebuilt the old boiler. He will be helping Fred prepare an RFP for a preventative maintenance contract for the HVAC system.

The new design by Berns-Clancy for the book return island appears to provide enough space for four book drops. It was moved by Kate McDowell, seconded by Chris Scherer, and passed unanimously that staff be directed to prepare bid documents for the new book drops.

The Caffe Paradiso coffee shop opened on June 24 with a temporary permit from Public Health. After some minor items were finished, the permanent permit was issued. Among the banners planned for the east front of the building are banners announcing the coffee shop.

Education and Training

No report.

Finance

On June 19, the City Council passed the Library budget as it was presented. This allows the Library to proceed with hiring a new full-time Adult Department reference librarian.

The City and its unions are still in negotiations, and until this process is completed the final cost-of-living increase for non-union staff will not be known. In the meantime, the City will proceed with a 3 percent increase for its non-union employees, and the Library will follow suit.

The Board discussed asking Champaign County to increase the amount of annual County funding for the Archives. As patron use increases, the expense of running the Archives increases. In addition, the purchasing power of the County's annual \$10,000 grant has been eroded by inflation. It was the consensus of the Board that the Library should ask for \$25,000 for the 2006/2007 fiscal year. The request should specify services that the Archives would offer if more funding were available, particularly extended opening hours. Deb Busey has requested the Library's proposal by August 8.

The Board briefly discussed the new Five-Year Fiscal Plan, mentioning big ticket items. Possible major expenditures include purchasing additional property on the block, repairing the Race Street porch, purchasing a stand-alone automation system, and purchasing an RFID system. The Finance Committee will meet to start reviewing the plan before the September meeting.

Friends of The Urbana Free Library

The Friends are gearing up for the August book sale, which will be held the weekend of the Sweet Corn Festival.

Anti-spill mugs with Friends of the Library inscriptions are selling well in the coffee shop, as are the used books on the shelves around the shop.

Lincoln Trail Libraries System

James P. Quisenberry reported that State Library personnel gave Lincoln Trail positive feedback on their plan for the year.

The first local holds test was discontinued, and the committee is looking at other service models.

Long-Range Planning

The Board reviewed the revised version of the ***Long Range Plan*** through section M. Members decided to meet at 6:30 p.m. on August 8, 2006 to complete ***Plan*** revisions and to work on the Executive Director's job search. The meeting will not include box lunches.

Policy

The Board discussed the interview process for the new Executive Director. There will be three phases, including screening of applications, telephone interviews, and onsite interviews for the top candidates. The Board discussed who to include on the screening and interview panels and noted that the Board will act alone in making the final hiring decision. Candidates will be scheduled to meet with Fred Schlipf, the Board of Trustees, the Mayor, Library department heads, and Library staff. Candidates will also be given time to browse through the Library on their own, and there may be an open public meeting. The Library's budget, ***Long-Range Plan***, and other useful information will be made available to candidates on the Library's website.

Technology

No report.

TRUSTEE REPORTS

Barbara Gillespie attended her first meeting as a member of the Board of Trustees.

ADMINISTRATIVE REPORTS

Executive Director

Urbana City Attorney Jim Gitz prepared a response to the political candidate whose petition passers the Library prevented from interfering with patrons entering the Library.

Due to the long meeting, all other staff reports were deferred until the August meeting.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A City Council member may attend a future meeting to talk about alternative ways to allow patrons to pay off fines and charges for lost materials.

ADJOURNMENT

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

Becky Brown, Recording Secretary