

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, AUGUST 8, 2006

Present: Mary Ellen Farrell, Barbara Gillespie, Kate McDowell, James P. Quisenberry (by phone), Chris Scherer, Charlie Smyth, and Jane Williams

Absent: Kermit Harden and Beth Scheid

Staff present: Becky Brown, John Dunkelberger, 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 August 8, 2006. The meeting was called to order by the vice president, Kate McDowell, at 6:35 p.m.

It was moved by Barbara Gillespie, seconded by Charlie Smyth, and passed unanimously that the minutes of the meeting of July 11, 2006, be approved as mailed.

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

July 12, 2006 – General Fund, \$80,707.81; Trust Fund, \$1313.72.

July 26, 2006 – General Fund, \$27,156.99; Trust Fund, \$391.68; Publications Fund, \$338.28.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Director Search

Kate McDowell presented several items to the Board for their consideration.

It was moved by Jane Williams, seconded by Charlie Smyth, and passed unanimously that the Director Interview Template be approved as presented.

It was moved by Charlie Smyth, seconded by Barbara Gillespie, and passed unanimously that the Director Hiring Process Timeline be approved as modified.

It was moved by Charlie Smyth, seconded by Jane Williams, and passed unanimously that the Search Committee should consist of Kate McDowell, James Quisenberry, Jane Williams, one other Board member, a member of the staff, and a member from the Foundation. The Search Committee will screen applications and conduct the phone interviews. The whole Board will take part in the interviews which involve bringing in candidates. It is anticipated that six to seven people will be interviewed by phone, and the top two or three candidates will be interviewed in person.

It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the letter asking for staff input be sent out to staff as modified.

Building and Grounds

The Building and Grounds Committee will meet to start working on creating a checklist for an equipment replacement fund.

The only remaining punch list item for library construction is the carpeting in Megan's Room. The library rejected the carpet when it was first installed, but the carpeting contractor refused to replace it. Replacing the carpet will cost the library about \$10,000. The City suggested that both sides might agree to a \$7,500 settlement. It was moved by Charlie Smyth, seconded by Jane Williams, and passed unanimously that the Library agree to this settlement amount and get another contractor to repair the carpet.

Education and Training

No report.

Finance

Fred Schlipf met with Champaign County Administrator Deb Busey and presented the Library's request for increased funding from the County for the operation of the Archives. Ms. Busey had suggestions for the request, which Fred will incorporate into a final letter.

The Finance Committee will meet before the next Board meeting to start discussion of the Five-Year Fiscal Plan.

Friends of The Urbana Free Library

The next Friends book sale will take place on August 24 through 28.

Lincoln Trail Libraries System

James Quisenberry reported he ran the Lincoln Trail Board meeting for the first time last month. Lincoln Trail is continuing the discussion of the local holds issue. The Champaign Public Library has informed Lincoln Trail that it will not be sending new books on interloan.

Long-Range Planning

The Board finished reviewing the revised version of the ***Long Range Plan***. It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the ***Long Range Plan*** be approved as corrected.

Policy

At next month's Board meeting, the Policy Committee will set a meeting time to start work on completing unfinished areas of the ***Policy Manual***.

Fred Schlipf reviewed the Open Meetings Act, including new legislation, and reported to the board on law concerning electronic discussion among the Board members, virtual attendance at meetings, and closed meetings.

Technology

The wireless internet still is not working properly, but the Technology Committee decided to wait until after the ICN announcement in September to see what options the Library has for acquiring better service. The Technology Committee will meet after the announcement to discuss the wireless system and to work on revising the ***Technology Plan***.

TRUSTEE REPORTS

Barbara Gillespie toured the Library with Fred Schlipf and expressed her appreciation.

ADMINISTRATIVE REPORTS

Executive Director

Fred Schlipf reported that six new shelvers and two new hourly circulation clerks have been hired since the last meeting. The test for the two half-time circulation clerk vacancies took place the day of the Board meeting. Scoring of applications for the full-time Adult Department reference position has started. The Children's Department is in the process of hiring an intern. The ads for the Executive Director's position will be running soon.

Fred has been giving almost weekly group tours.

Library staff members are working on details for concerts for 2006-2007. Afternoon concerts for adults will be held in the east reading rooms on the third Sunday of each month, beginning in September. Children's concerts will continue to be held on second Wednesday evenings six times a year in the auditorium. The Foundation will fund all the concerts and is seeking donations.

The hearing on rezoning the Library is scheduled for August 10.

The annual GSLIS reception will be held at The Urbana Free Library from 4:00 to 6:00 p.m. on September 15, 2006. Board members are invited to attend.

The date for the dedication of the new Cherry Alley sculpture had not yet been set.

The Library is running a series of small ads in the ***Daily Illini*** to appeal to students returning to campus.

Associate Director

Debra Lissak explained that when a couple of final numbers have been received, copies of the 2005/2006 statistics will be ready for distribution.

The Horizon software that compiles circulation statistics is inconsistent and reports different numbers depending on how it is queried. Debra is continuing to work on the problem.

Adult Department

John Dunkelberger reported that approximately one hundred forty people signed up for the Summer Reading Program for young adults. This is a little lower than usual, but this year there was a higher percentage of people who completed the program.

The department had one practicum student this summer, and there are two scheduled for the fall.

Children's Department

No report.

Special Collections

Anke Voss reported that Local History Online now has more than three million entries.

In November, the Archives will celebrate its fiftieth anniversary and the continuing growth of Local History Online.

After a long gap in publications due to building planning and construction, the Archives is considering inaugurating a series of short publications on aspects of local history.

The Archives continues to average about 50 requests per month from external users. The new employee, whose salary is paid by fees, has been extremely busy filling these requests.

Circulation Department

Kathy Wicks reported that the Circulation Department has been very busy this summer, with July being even busier than June.

The Library booth has also been heavily attended at the Farmer's Market, handing out record numbers of Library balloons to children.

The Circulation Department has been running short staffed and is in the process of hiring.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Becky Brown, Recording Secretary