

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, SEPTEMBER 12, 2006

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

Absent: Mary Ellen Farrell and Jane Williams

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

Also present: Danielle Chynoweth

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on September 12, 2006. The meeting was called to order by the president, Kermit Harden, at 7:34 p.m.

It was moved by James P. Quisenberry, seconded by Chris Scherer, and passed unanimously that the minutes of the meeting of August 8, 2006, be approved as mailed.

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

August 9, 2006 – General Fund, \$17,373.98; Trust Fund, \$280.13; Publications Fund, 37.89.

August 23, 2006 – General Fund, \$20,718.97; Trust Fund, \$170.37; Publications Fund, \$298.47.

September 6, 2006 – General Fund, \$19,384.45; Trust Fund, \$607.90; Publications Fund, \$2,145.58; Grant Fund, 200.00.

### ***PUBLIC COMMENT***

None.

### ***COMMITTEE REPORTS***

#### ***Director Search***

Kate McDowell told the Board that she had received several responses to the staff questionnaire concerning questions for candidates for Executive Director.

It was moved by Kate McDowell, seconded by Beth Scheid, and passed unanimously that Kathy Wicks be asked to serve as the staff representative to the Search Committee. Chris Scherer will sit on the Search

Committee, and Kermit Harden will attend the final interviews. It was moved by James P. Quisenberry, seconded by Charlie Smyth, and passed unanimously that Bob Burger of the University of Illinois Library also be asked to serve on the Search Committee.

### ***Building and Grounds***

Pat Pioletti has suggested to the contractor that the \$7,500 settlement for the unsatisfactory carpeting in Megan's Room be given to the Foundation as a tax deductible gift. It was the consensus of the Board that this was a satisfactory solution. Reinstallation of the carpeting will be scheduled for the spring of 2007.

Debra Lissak reported on plans for upgrading the book drops. A well-established vendor offered to provide shop drawings for \$175.00. It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously that staff ask Berns, Clancy and the City of Urbana if the shop drawings were needed and purchase them only if either party felt there was a need. It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously that library staff put out an RFP for four Kinsley Optima book drops and six book carts. Deb will check with the City about whether they are able to install the book drops.

### ***Education and Training***

No report.

### ***Finance***

Dan Hoch, who maintains the library's HVAC system, created a maintenance check list that was very detailed but would also be very expensive to implement. After reviewing the list, Deb Lissak and Fred Schlipf asked Dan to pare it down to fit within the Library's budget.

James Quisenberry suggested that the Board table the ***Five-Year Financial Plan*** discussion until the October meeting. The Board asked Deb Lissak to add dollar figures to the list where possible to help the Board set priorities.

Charlie Smyth would like to set up a time to meet with Ron Eldridge at the City to discuss an equipment replacement fund that would work with the ***Five-Year Financial Plan*** to prepare for future major building expenses.

Money set aside for automation updates and money not spent for construction were used to pay for the HVAC replacement this spring. Ron Eldridge will ask the City Council to approve transferring the money between the budgets. He will also ask the City to start saving again for future automation updates.

### ***Friends of The Urbana Free Library***

The Friends collected over \$6,400 at the August book sale, making it the largest sale since sales were held at Lincoln Square.

### ***Lincoln Trail Libraries System***

No report.

### ***Long-Range Planning***

No report.

### ***Policy***

City Council member Danielle Chynoweth asked the Board to explore ways in which people could work off fines and lost book charges to restore their library borrowing privileges. Because of the supervisory and administrative tangles, the Library is unable to have people work at the Library for this purpose. Danielle is willing to search for a social service agency that could partner with the Library. When she finds a partner, she will contact Debra Lissak to work out the details for both organizations.

The Board would like to have the ***Policy Manual*** on the Library's web site. The ***Manual's*** table of contents will be sent out with the next Board packets for the Board to review which areas they would like to update first. The circulation policies are probably the most current and can be posted first. The Board set the goal of having the ***Policy Manual*** reviewed, updated, and posted by September 2007.

The Board asked Fred to write a statement of Library philosophy for the ***Policy Manual***.

The Board asked Administration to create a list and time table of all the manuals, policies, and projects that need to be reviewed to help prioritize the tasks.

### ***Technology***

Charlie Smyth, James Quisenberry, Pat Clifford, Fred Schlipf, Deb Lissak, and Bill DeJarnette met to talk about the wireless troubles that have been plaguing the Library. Bill looked into the cost of a second connection through Volo net. The Library has set up a Volo install date of September 20. Pat will be the Library's contact with Volo, which will reduce the number of intermediaries.

The Library has ordered twelve small round tables from Timberline Woodworking for use in the front rooms by people drinking coffee and using the Library's wireless system.

Library staff members are waiting for the announcement of new ICN bandwidth decisions and for the Volo installation before proceeding on router and firewall purchases.

### ***TRUSTEE REPORTS***

No report.

### ***ADMINISTRATIVE REPORTS***

#### ***Executive Director***

Library supervisory staff members are still busy with hiring. The library has hired the new full time Adult Reference Librarian, a new Children's Reference intern, and two half time circulation clerks. There are still hourly circulation vacancies and shelver positions to fill.

The concert series schedule for fall has been set. It includes four adult concerts and three children's concerts. Adult concerts will be held in the east reading rooms on third Sunday afternoons, and children's concerts in the auditorium on second Wednesday evenings.

The new sculpture dedication will be Sunday, October 1. The celebration will include a concert by the New Orleans Jazz Machine.

The Library School reception is scheduled for Friday, September 16, from 4:00 to 6:00 p.m. in the library auditorium. Board members are invited.

Julie Larson, author of "The Dinette Set," and Sarah Wisseman, author of archaeologically-themed mysteries, will both speak at the library and sign copies of their new books.

The Archives will celebrate its fiftieth anniversary and the three-millionth index entry in Local History Online at an open house from 2:00 to 4:00 p.m. on Sunday, November 12.

Fred has been approached by the MTD about appearing in their "Gotta Get There" advertisements. The Board thought this would be a great way to help both the Library and the MTD.

#### ***Associate Director***

Debra Lissak reported that she and John Dunkelberger will be attending a CODI (Customers of Dynix Incorporated) conference in Utah the first part of October. They hope this will give them some better idea of how Horizon works.

The Library web site has been changed to better publicize job vacancies. The Library also advertised job openings, with huge success, on the U of I's financial aide virtual job search website.

#### ***Adult Department***

John Dunkelberger reported that the Adult Department has hired John Gehner to fill the newly created full-time reference position. Gehner previously worked at the James J. Hill Reference Library in St. Paul.

#### ***Children's Department***

Barbara Lintner reported that the Children's Department has been on WCIA every six weeks talking about the Library. Now the department has been asked to also be on WICD to promote a reading corner on the first and fourth Tuesdays of the month at 6:30 a.m. WICD also hopes to start a book club using the Library's website.

The Summer Reading Program had 769 children enrolled, with 572 readers and 197 "Read to Me" children. The completion rate was 72 percent, which is higher than in previous years. The children read almost 8,000 books, about double the number in previous years. This was because they were encouraged to read more than the number they signed up for to enter a drawing each week.

The Children's Department is working with a group to start a chess club.

The Center for Latin American and Caribbean Studies will be conducting Spanish story times in the library.

Art Mart Toys has donated a Brio train table to the Children's Department.

Urbana Rotary is donating approximately \$400.00 for books. Each speaker at a Rotary meeting will sign a book, which will then come to the Library.

***Special Collections***

Anke Voss reported that Carolyn Adams will again teach the library's genealogy class this fall. She is willing to continue teaching the class once a year. The class is offered jointly with Parkland College.

The Archives received 297 boxes of chancery cases from the Circuit Court. They are stored in the Tepper building.

The microfilm reader/printer at the Court House is broken, and the Archives has consequently seen an increase in use of the Library's machines by County staff. A staff member from Linda Frank's office has come to the Archives every day.

Linda Frank's office has completed microfilming 1,500 record books dating back to the 19th century and has offered the originals to the Library. They are an important acquisition but will take up a tremendous amount of space.

***Circulation Department***

No report.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

None.

***ADJOURNMENT***

The meeting was adjourned at 9:40 p.m.

Becky Brown, Recording Secretary