

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, OCTOBER 10, 2006

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

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

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on October 10, 2006. The meeting was called to order by the president, Kermit Harden, at 7:34 p.m.

It was moved by Chris Scherer, seconded by Beth Scheid, and passed unanimously that the minutes of the meeting of September 12, 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:

September 20, 2006 – General Fund, \$41,811.00; Trust Fund, \$371.80; Publications Fund, \$262.42; Grant Fund, 1048.00.

October 4, 2006 – General Fund, \$35,461.36; Trust Fund, \$1,169.88; Publications Fund, \$134.85.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Director Search

The Board reviewed the timeline and made some minor adjustments. Kate McDowell anticipates that the timeline will need some revision at each Board meeting. Kate reported that the deadline for staff comments was today and that she had received valuable input. Jane Williams distributed charts listing the job description criteria for reviewing applications. It was moved by Kate McDowell, seconded by Charlie Smyth, and passed unanimously that the search committee use the charts Jane created to evaluate applications. It was the consensus of the Board that Jane and Kate should screen all of the applications received and eliminate candidates who are not qualified for the position. The remaining candidates will be reviewed by the whole search committee. The first search committee meeting was set for October 20, 2006.

Building and Grounds

Dan Hoch has been extremely busy this fall and has not had time to pare down the HVAC maintenance checklist that he is creating for our use in an RFP for HVAC maintenance. In the meantime, we have scheduled the quarterly preventative maintenance work. It is likely that the \$30,000 budgeted for HVAC maintenance is inadequate.

The RFP has been sent out for the outside book returns. Responses are due by October 27. Delivery would likely be two to three weeks from the order date. Mel Farrell will be part of the vendor selection process. Berns Clancy has done a thorough and detailed redesign of the concrete pad. The City will cover the cost of the pad reconstruction. Duce Construction has been hired for this project. The library will need to provide alternate after-hours book return service during the reconstruction.

Education and Training

Lincoln Trail is offering three Trustee workshops. The Library has signed up for Lincoln Trail's ClassPlus pre-payment plan, so Board members may go online to the Lincoln Trail web site and sign up for any workshops.

Finance

The library's ***Five-Year Financial Plan*** is a document that provides the City advance notice of forthcoming expenditures and plans. During construction this document was not updated. Deb Lissak presented to the Board a list of possible items to be included in the plan with the approximate dollar amounts needed to implement each item. It was the consensus of the Board to focus on items for next year's budget and delay the discussion of the entire ***Five-Year Financial Plan*** until later. The Board's priorities for next year are the materials budget, a staff salary study, and any costs for the Horizon automation upgrade.

The Board felt that more public input would be helpful for setting priorities. It was the consensus of the Board that this fiscal year the library should create a needs assessment survey, which could be used in-house, online, or by direct-mail. The Board agreed that Fred would be a good person to design the needs assessment survey before he retires.

Deb Lissak distributed cash balance reports from Ron Eldridge. The reports indicate that the library's year-end cash balance has increased by over \$250,000 in the last several years. If the Board chooses, liquidity could be used to fund several projects that are in process, including the outside book returns, the video surveillance system, the Executive job search, Tepper building security installations, and network equipment.

Ron also notified the library that the City is beginning to set aside \$20,000 a year for the library's automation fund, which had been depleted to cover the cost of HVAC system in the old building.

The Board is very committed to installing a video surveillance system as soon as possible. They have requested that Fred have the RFP ready for the December Board meeting.

The library has been looking for a way to accept credit card payments from patrons for fines and lost materials. While Deb was at CODI, she found a software package that allows credit card payments and provides cash register accounting. The software writes all transactions back to Horizon as a part of the process, eliminating the need to enter the transactions twice.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

Some libraries will start implementing Horizon 8.0 in January 2007. Lincoln Trail will wait to implement this version until there is some feedback on these initial installations. The 8.0 release seems to be very flexible, but there is some concern about the amount of processing power it may require.

Long-Range Planning

No report.

Policy

The library staff are looking for more effective ways to handle the large groups of teens in the Internet area after school. Some solutions may have financial implications, and others may involve policy changes.

One solution with financial implications would be hiring a security guard or a monitor/resource person for the computer lab. Since an Adult Reference librarian has been filling this function, the problem is already having a financial impact. Another solution with financial implications is rearranging the lab to provide more computers or to create space better suited to meeting both teen and adult needs.

Other solutions have policy implications. Staff may want to reregister all teen Internet users and require a signed contract listing a parent/guardian contact. In addition, enforcing existing policies is difficult when staff cannot identify individuals. Keeping a paper or online file of photographs to identify teens is under discussion.

The library is also considering using the Dynix SIP module, allowing the Horizon patron database to be used as the PC registration database. Using library barcodes as PC registration numbers raises several issues, such as how to handle non-resident users, whether to allow Horizon blocks to inhibit PC use, and the effect on patron security if users share their PC numbers. It was the consensus of the Board that staff pursue looking into the SIP software to link PC registration with Horizon.

The Adult Reference staff will continue to discuss these ideas and bring back to the Board any solutions that may have legal or policy implications.

Technology

No report.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

No report.

Associate Director

Deb Lissak reported that the CODI conference was very practical. All Horizon libraries report trouble with statistics. Those that have extracted more useful and more accurate statistics have done so by creating custom SQL reports. The custom reports need to be created or entered at the system level.

The library will become a polling place for the next election. The polls will be located in the quiet reading room on the east end of the building.

Department Reports

Due to the length of the Board meeting, Department Heads deferred their reports until next meeting.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

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

Becky Brown, Recording Secretary