

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

AMMENDED MINUTES OF A REGULAR MEETING HELD ON TUESDAY, NOVEMBER 14, 2006

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

Absent: Mary Ellen Farrell and Kermit Harden

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

Also present: Jessica Panza

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on November 14, 2006. The meeting was called to order by the vice-president, Kate McDowell, at 7:30 p.m.

It was moved by Charlie Smyth, seconded by Barbara Gillespie, and passed unanimously that the minutes of the meeting of October 10, 2006, be approved as mailed.

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

October 18, 2006 – General Fund, \$36,771.99; Trust Fund, \$2,609.64; Publications Fund, \$124.65; Grant Fund, \$500.00.

November 1, 2006 – General Fund, \$26,133.60; Trust Fund, \$7,510.97; Publications Fund, \$103.87; Grant Fund, \$700.00.

PUBLIC COMMENT

Jessica Panza is a third year law student. She attended the Board meeting to fulfill a class requirement.

COMMITTEE REPORTS

Building and Grounds

Work on the revisions of the concrete pad for the new book return bins has been delayed. The contractor has two contracts with the City of Urbana and started the other one first. The Library has asked Brodart to delay bin delivery until notified.

Caffe Paradiso will be closing as of either November 30 or December 8. The owner reported that she has been losing money steadily since the café opened, to the point where it may jeopardize her other store. She is willing to negotiate on leaving some of the equipment and training new staff on how to run the shop. This leaves the Library with no coffee shop and no one to watch the Race Street door. There was discussion about various options, but further information will be needed before any final solutions can be put into place.

Education and Training

No report.

Finance

Debra Lissak brought proposed revisions to the 2006/2007 budget to the Board. It was moved by Chris Scherer, seconded by Barbara Gillespie, and passed unanimously that the budget revisions be accepted as presented.

It was the consensus of the Board that the Library should use liquidity to finance the search for a new executive director, the new outside return bins, the video surveillance camera system, and the changes needed for the network.

Staff parking has become an issue again, especially as bad weather approaches. Blake Weaver, who owns the lot west of Cedar Street, has seven remaining spaces available for rent. It was moved by James Quisenberry, seconded by Beth Scheid, and passed with one dissenting vote that the Library rent the seven remaining spaces in the Weaver lot.

Fred Schlipf distributed copies of the surveillance camera RFP.

It was the consensus of the Board to have a special meeting devoted to the ***Five-Year Financial Plan*** after the first of the year. This will help with budget preparations for the next fiscal year. The Board also felt that the Finance Committee should work with the new director to fine tune the ***Plan***.

Friends of The Urbana Free Library

The Friends November book sale sold approximately \$4500 worth of books. Considering that the last sale was in August, the Friends were quite pleased with the amount.

Lincoln Trail Libraries System

The LINC policy committee will meet on November 15.

Long-Range Planning

No report.

Policy

Board packets included information on ways staff members propose to deal with teen Internet use problems, including reregistering all Internet patrons. Internet users under 18 would be asked to sign a contract with parent name and address and to provide a photo ID. A copy of the contract would be sent to

the parent listed in the contract. It was the consensus of the Board to support the Library staff in their efforts to handle this problem.

Peter Fox offered to help support the Library's costs in offering *tutor.com* to school-age children. Because not all children in the Urbana School District are Urbana residents, the Library staff will work on a way to allow these non-resident children to access *tutor.com* but not other electronic databases leased by the library. Board members asked whether the quoted price for *tutor.com* was meant to include Urbana schoolchildren who live outside the city limits.

Danielle Chynoweth has contacted the Books for Prisoners program about using people with Library fines as volunteers to work off their fines. The people running this program are interested in the possibility. Staff members suggested that it might also be possible to set up an educational class for people with fines to attend, something in the manner of classes for people with traffic citations. People who attended the class would have fines waived.

Technology

The Technology Committee will meet before the next Board meeting.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

No additional reports.

Associate Director

No additional reports.

Adult Department

No report.

Children's Department

Barbara Lintner reported that the Library will be teaching Children's Literature for Milliken University. Elaine Bearden will teach the first five week course.

A number of community groups are doing programs in cooperation with the Children's Department. The Center for Latin American and Caribbean Studies is doing Spanish story hours at the Library, and the Korean Cultural Center has set up two story times this month. The Chinese Heritage School would like to do some programming next year.

Archives

Anke Voss reported that the 50th Anniversary Celebration this past Sunday was attended by between sixty and seventy people. The Library has prepared four story boards on the history of the Archives. The Alexander Bowman map of Urbana and West Urbana was restored in time to be displayed. The Archives presented Fred Schlipf with a plaque which will be mounted in the Archives.

Carolyn Adams is teaching “Introduction to Genealogy” again this fall. The classes are co-sponsored by Parkland College and the Archives. In the spring, the Archives will offer four different workshops for advanced genealogy research. Parkland will handle registration for these workshops as well.

Circulation Department

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously by roll call vote that the meeting move into closed session to discuss the executive director search. Minutes from that session were kept separately.

ADJOURNMENT

The Board came out of closed session at 10:13 p.m., and no further action was taken. The meeting was adjourned at 10:15 p.m.

Becky Brown, Recording Secretary