

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A SPECIAL MEETING HELD ON TUESDAY, NOVEMBER 28, 2006

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

Absent: Barbara Gillespie and Beth Scheid

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

Also present: Lynn Ward

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on November 28, 2006. The meeting was called to order by the vice-president, Kate McDowell, at 8:03 p.m.

Coffee Shop

The Board discussed the Library's options in light of Caffe Paradiso's closing its Library shop on November 30.

Library staff recommended closing the Race Street door temporarily until a new vendor can be located to occupy the coffee shop.

There were many suggestions of ways to make the shop more appealing to vendors, including opening the Library earlier, allowing paper cups with sturdy lids, subsidizing the coffee shop, and sharing the profit on Library goods sold at the coffee shop. It was the consensus of the Board that the Library rearrange furniture and put in smaller tables to create a coffee shop/Internet café atmosphere in the front room area of the Library. It was also the consensus of the Board that the Library put out an RFP for a new vendor, but that it also create a back-up plan for opening the door in case a new vendor cannot be located.

It was moved by Chris Scherer, seconded by James Quisenberry, and passed with one dissenting vote that the Race Street door be closed temporarily.

It was moved by Charlie Smyth, seconded by James Quisenberry, and passed unanimously that staff prepare and send out an RFP soliciting a new vendor for the coffee shop.

Lincoln Trails Libraries System Local Holds Test

The Board discussed the local holds tests at length. The first test limited local-holds to users physically present in the libraries holding the items; all local-holds items were therefore available to all cardholders at LTLS member public libraries, but the test required that local-holds items be picked up at the libraries

that owned the items. Although the test worked extremely smoothly for The Urbana Free Library, it was not satisfactory to all libraries, because their users were confused about picking up books at other libraries. Some libraries were correspondingly unhappy to find their users directed to other libraries, and the test was abandoned after a week.

The second test will limit access to local-holds items on the basis of card ownership. Urbana cardholders, for example, will be able to place holds on all Urbana local-holds items, but cardholders from other libraries who use The Urbana Free Library will not be able to place holds on these items. Because reciprocal borrowers make up 20 percent of Urbana's users, the staff feel that the test two approach is unworkable for Urbana.

It was moved by Chris Scherer, seconded by Jane Williams and passed unanimously that the Library will not participate in the second local holds test. The Library is eager to participate in a test of an approach to local holds that allows reciprocal borrowers to place holds on local holds items at whatever libraries they are using, while at the same time represents the interests of smaller libraries better than the approach used in the first local holds test.

The Board noted that the Horizon system may require a software upgrade before it can fully meet the needs of all member libraries.

IT Issues

The Technology Committee met with Library staff and with Rich Mann from ICN earlier this month. There is no conduit between the Library and the City Building that would allow the Library a fiber connection. Rich thought that for a fairly inexpensive price the Library could hook into fiber from the University. McCloud said that the one time build-out cost to connect the Library would be several thousand dollars, but after installation the flat rate charge would be \$300 a month for a 100 Mbs connection, leaving only Horizon as a potential problem area.

It was moved by Charlie Smyth, seconded by Mel Farrell, and passed unanimously that staff proceed with the build-out for the fiber connection if the cost is under \$10,000 and bring the number to the next Board meeting if the cost would be over \$10,000.

Access to tutor.com for non-resident students

In response to Board questions, staff members found that **tutor.com** charges after the first year are based on use levels rather than populations, and that **tutor.com** has no problems with the library extending service to all students in the Urbana School District for the first year price.

Library staff members are working to develop a way for non-resident students to log onto **tutor.com**. Special purpose library cards may be possible, but they can lead to undesired consequences with Horizon. In addition, if the cards provide access to other databases leased by the Library, charges for those data bases may increase, and the Library and City may lose an incentive for people to annex to the City.

It was the consensus of the Board that the Library should only offer **tutor.com** to all Urbana School District students and see if awareness of other data bases would lead to additional interest in non-resident areas in annexing to the City or forming a contracting library service district.

It was moved by Charlie Smyth, seconded by James Quisenberry, and passed unanimously that the Library should offer non-resident Urbana School District students home access to **tutor.com** and research how the Library's other databases charge for access.

ADJOURNMENT

The meeting was adjourned at 10:00 p.m.

Becky Brown, Recording Secretary