

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, DECEMBER 12, 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, Fred Schlipf, Anke Voss, and Kathy Wicks

Also present: Eric Johnson

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on December 12, 2006. The meeting was called to order by the president, Kermit Harden, at 7:30 p.m.

It was moved by Chris Scherer, seconded by Barbara Gillespie, and passed unanimously that the minutes of the meeting of November 14, 2006, be approved as amended.

The November 28, 2006, minutes will be amended and returned to the Board for approval at the January 9, 2007, meeting.

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

November 15, 2006 – General Fund, \$45,444.45; Trust Fund, \$656.17; Publications Fund, \$118.58; Grant Fund, \$856.27.

November 29, 2006 – General Fund, \$28,534.45; Trust Fund, \$629.28; Publications Fund, \$150.05.

PUBLIC COMMENT

Eric Johnson attended the meeting as a member of the public and as a staff member.

COMMITTEE REPORTS

Building and Grounds

The RFP for the coffee shop has been mailed to potential shop people, advertisements are appearing in the *News-Gazette*, and Library staff members have mentioned the shop to local coffee shop owners. Two interested people have toured the available spaces. One area that the Library might be able to work out

with a new shop owner is opening the Adult Department at 8:00 a.m., if that would help generate more business. There have been a few complaints about the Race Street door being closed.

Fred Schlipf reported that the failure of the Race Street outside door light was indeed due to construction. A worker clipped the wire to the light in order to run a thermostat wire through the conduit.

The new book returns have been installed.

Fred Schlipf asked Board members for additional names of security firms to which he could send the security camera RFP. Kate McDowell's husband reviewed the RFP and sent some recommendations.

Education and Training

No report.

Finance

After reviewing this year's budget, Debra Lissak and Fred Schlipf realized that the Library will not need to use liquidity to purchase new café area furniture.

Friends of The Urbana Free Library

The next Friends of the Library book sale will be in April 2007.

Lincoln Trail Libraries System

No report.

Long-Range Planning

No report.

Policy

Library staff members are trying to find ways to offer **tutor.com** to patrons without compromising access other electronic data bases or complicating other library functions.

The staff raised the possibility of displaying artworks from local art galleries in the Library, with selection of specific pieces by Library staff. The Library has an exhibit floater policy. It was the consensus of the Board that staff members pursue this.

Technology

McLeod has priced the cost to bring fiber from campus to the library at \$45,000, which is substantially higher than anticipated. The Board discussed a variety of alternate approaches.

Fred Schlipf received a report from Pat Pioletti that AmerenIP is proposing a 24 percent cost increase for electricity. The Board discussed possible options.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

The last concert of the season is the Cole Porter concert on Sunday December 17. The new piano purchased by the Foundation is scheduled to arrive before the concert. If it does not, Piano People will make sure there is a piano here for the concert.

Associate Director

No report.

Adult Department

John Dunkelberger reported that Adult Reference is starting to reregister all the teens for Internet use, and that behavior appears to be improving.

Children's Department

Barbara Lintner reported on "Book Waves," the program that the Library is doing with WICD at 6:45 a.m. on the first and fourth Tuesdays of each month. Children's Department staff members appear on the first Tuesday. The fourth Tuesday is the book club. Children submit book reviews on a specific genre to the Library's website, and staff members choose four of the children to read their reviews on the program.

The Library is also participating in a program called "Page Turner" with WCIA every seventh Tuesday at 7:38 a.m. Even though Barb is coordinating it, it has included other departments in the Library.

Archives

Anke Voss reported that the restored map of Urbana and West Urbana has been hung on the second floor, near the entrance to the Archives. Because the map is glazed with Plexiglas, there are some problems with glare.

Anke has nominated Local History Online to the Reference and Users Services Association of ALA for the biannual ABC-CLIO online history data base award. The award is \$3,000, and the winner will be announced at the end of January.

Circulation Department

Kathy Wicks reported that circulation is very pleased to have new outside book drops.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

DIRECTORY SEARCH

Kate McDowell reported that the search for a new Executive Director is progressing as planned. She handed out the newest version of the time line. Phone interviews will take place on December 15 and December 18, and all Board members are invited to attend.

Jane Williams prepared a handout on legal and illegal interview questions. Kathy Wicks will warn library staff prior to candidates' site visits.

Kate McDowell distributed phone interview questions for the Board to review. She met with Phyllis Clark and Vacellia Clark at the City to get their input on making sure the search is done properly and appreciates the City's assistance. The City Clerk's office will store the tapes of the closed session meetings.

There will be a special joint meeting of the Search Committee and Library Board at 7:00 p.m. on December 19 to decide which candidates to invite for in person interviews.

ADJOURNMENT

The meeting was adjourned at 8:38 p.m.

Becky Brown, Recording Secretary