

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, January 8, 2008**

Present: Barbara Gillespie, James P. Quisenberry, Chris Scherer, Charlie Smyth, Umesh Thakkar, and Jane Williams

Absent: Mary Ellen Farrell, Kate McDowell, and Beth Scheid

Staff present: Becky Brown, Dawn Cassady, John Dunkelberger, Barbara Lintner, and Debra Lissak

Also present: Beth Chato

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on January 8, 2008. The meeting was called to order by the Vice-President, Chris Scherer, at 7:30 p.m.

It was moved by Jane Williams, seconded by Barb Gillespie, and passed unanimously that the minutes of the meeting of December 11, 2007, be approved as mailed.

It was moved by Jane Williams, seconded by James P. Quisenberry, and passed unanimously that the following bills be approved retrospectively for payment:

December 12, 2007 – General Fund, \$38,429.54; Trust Fund, \$1,095.49; Publications Fund, \$254.87.

December 26, 2007 – General Fund, \$17,082.83; Trust Fund, \$1,326.79; Publications Fund, \$276.29.

**PETITIONS AND COMMUNICATIONS**

***Public comment***

Beth Chato attended the meeting as the new League of Women Voters representative. After many years of service, Peggy Henderson has retired.

***Presentations***

None.

**REPORTS OF COMMITTEES**

***Building and Grounds***

None.

***Technology***

The Technology Committee will meet the end of January to begin revisions of the *Technology Plan*.

***Finance***

The Five-Year Financial Plan is due for revision. The Board considered extensive documentation in the fall of 2006 and used the data for the FY2007/2008 budget request but did not pursue the longer term document. The Finance Committee can begin by reviewing this original documentation and reporting back to the Board.

Wage and benefit adjustments should be incorporated into the Five-Year Financial Plan. The compensation report from our clerical job audit with Performance Growth Partners Inc. will be available soon. The library also purchased a copy of a Chicago-area library personnel survey which can be applied to the central Illinois market with a geographic differential. Deb suggested that one board member meet with her and Vacellia Clark, the City's personnel director, to compare the City benefits package with the library benefits package.

***Policy***

The Board discussed the proposed revisions to the Bylaws and suggested that the minutes and bills be voted on together as a consent agenda. The amended Bylaws will appear as an action item on the February agenda. The Board requested that the website restructuring create a space where the agenda, packets, and minutes are available to the public.

***Education and Training***

No report.

***Long-Range Planning***

The ad hoc committee met on December 18 to revise the first draft of the patron survey. The committee decided that the survey should be constructed as a planning tool rather than an indicator of patron satisfaction. Heather will design the layout to make it readable and easy to complete.

**REPORTS OF LIAISON OFFICERS**

***Friends of the Library***

No report.

***The Urbana Free Library Foundation***

The Foundation did not meet in December.

***Lincoln Trail Libraries System***

No report.

## **REPORTS OF ADMINISTRATIVE STAFF**

### ***Executive Director***

Deb reported that she and Kathy are looking at various ways to raise funds for increasing library programming. Kathy has submitted several applications for small grants from local businesses. Deb and Kathy will meet with Liz Czys and Carolyn Casady-Timble, the Foundation treasurer and president, to work out a protocol for those donations which might be allocated to either organization.

There was discussion about recycled paper being higher priced than the regular paper.

Deb attended the opening of the new Champaign Public Library and found the building to be very spacious and open. She experimented with the self-checkout system. Because RFID is easier and quicker than barcode scanning, RFID does make self-checkout a more useable option for patrons.

Dennis Roberts notified the library that the City is planning for year-long activities for the City's 175th birthday in 2008. There will be themed events every month. The library will attempt to allocate space where the committee can promote their events with a display of relevant historical documents and books. Library staff members, Kathy Wicks and Eric Fair, will join their planning committee.

The Center for Global Studies at the University of Illinois approached the library about co-hosting a program in late January in conjunction with week-long events on global warming. The department is interested in holding more programs in a venue that is more accessible to the general community.

### ***Associate Director***

No further report.

### ***Adult Services***

John reported that the library has been busier since Champaign Public Library closed. Patrons have made favorable comments about our library's collection, especially the older fiction, international DVDs, mystery books, and science fiction books.

### ***Children's Services***

Barb reported that the Children's Department has switched to shelving paperback books interfiled with hardback books. The paperback series are still shelved separately. In addition, first chapter books have been moved to a separate section.

Barb is part of a community-wide planning committee for a Youth Literature Festival next fall. The festival will be bringing in at least twenty-three nationally known authors, some of whom will be available for programs at our library.

### ***Archives***

No further report.

***Circulation Services***

Dawn reported that circulation has remained busy even after the Champaign Public Library reopened. The Lincoln Trail delivery has been bringing numerous bags of Urbana items returned to the Champaign library.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

James commented that the book returns still do not meet the needs of people in smaller cars. Unfortunately, there does not seem to be a product that serves the largest and smallest vehicles well.

The Board questioned when the after-hours book lockers would be used. The recently installed security cameras have alleviated some of the theft and vandalism concerns. The remaining concern is homeless people camping out in the foyer to take advantage of the heating and air conditioning. The Board asked the library to plan for use of the after-hours book lockers by spring.

Umesh reported that the Library of Congress has appointed a National Ambassador for Young People's Literature in order to emphasize the importance of children reading at an early age. The first person to hold the position is Jon Scieszka, author *The Stinky Cheese Man*. Umesh expressed an interest in the library hosting author ambassadors. It was noted that the library budget currently has very little allocation for programming, requiring the library to tap into the community for both programming and marketing.

The Board discussed initiating an annual joint meeting and/or social event for The Urbana Free Library Board and the Champaign Public Library Board. It was also suggested that the librarians of both libraries meet together at least on an annual basis.

***ADJOURNMENT***

The meeting was adjourned at 9:10 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of January 8, 2008.