

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, February 12, 2008

Present: Mary Ellen Farrell, Kate McDowell, James P. Quisenberry, Beth Scheid, Charlie Smyth, and Jane Williams

Absent: Barbara Gillespie, Chris Scherer, and Umesh Thakkar

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

Also present: Beth Chato

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on February 12, 2008. The meeting was called to order by the president, Mary Ellen Farrell, at 7:38 p.m.

It was moved by James Quisenberry, seconded by Kate McDowell, and passed unanimously that the consent agenda be approved as mailed.

PETITIONS AND COMMUNICATIONS

Public comment

Beth Chato, the new League of Women Voters representative, introduced herself to the Board members that were unable to attend the January meeting.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

The Library has been getting advice as to how to hang a metalwork sculpture presented to the library by the Foundation. The piece was purchased to be hung over the stairway as one descends from the second floor to the main floor. The Board examined the piece and approved the proposed mounting site provided that City staff were satisfied that the piece could be hung securely and safely.

Technology

The Technology Committee met the end of January 28 to begin revisions of the *Technology Plan*. They will meet again on the fourth Monday of February from 11:30 a.m. to 1:00 p.m.

Adult department staff have requested the purchase of several laptops for use in teen and technology programming. The library currently is a PC environment, but there has been discussion about whether Macs are better suited to audio/video production software. The Board suggested the possibility of

running Macs with parallel programming. It was the consensus of the Board, however, that the primary consideration is whether the library can easily provide IT support for the Mac environment. .

Finance

The Finance Committee will meet to work on the ***Five Year Financial Plan*** as part of the budget process for next fiscal year. Charlie mentioned that the City budget will be slim for the next couple of years because the revenue generated by the new developments initially will be used to repay the developers who financed the City's infrastructure commitment for the projects.

Policy

It was moved by James Quisenberry, seconded by Charlie Smyth, and passed unanimously that the Board Bylaws be approved as presented.

Education and Training

No report.

Long-Range Planning

The Ad Hoc committee met a second time to revise the patron survey, tightening the focus toward input for planning purposes. The committee made a lot of progress removing questions that were not useful for decision making, questions that were aimed at passing on information rather than gathering information, and questions that were redundant.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

The Foundation voted to pay for the ground floor mural and for the music concerts through June of this year.

Carolyn Casady-Trimble, Harold Jensen, and Ken Beth will meet with staff about fundraising. The Board discussed possible areas where the Foundation could support the library, including property acquisition and future expansion. The Board supported the concept of maintaining contact with established donors so that when the library is ready to expand again, the community support is already in place.

The Foundation's art committee requested Board input on its activities. The Board reaffirmed art as a particularly good fit for the library's identity in the community and appreciated the committee's expertise as to the aesthetics of prospective art purchases. Because art purchases involved the use of library space, the Board did request that art committee communicate with the Board whenever they were targeting a new project and then provide some review mechanism for the Board before a purchase was finalized. It was the consensus of the Board that current priorities are landscaping, music programs, and art.

Lincoln Trail Libraries System

James reported that the Lincoln Trail did not meet in January.

Deb reported that the LINC Policy committee met and that Lincoln Trail is exploring a group purchase of e-commerce software. James cautioned the library to check very carefully into the security standards for handling e-commerce.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

No further report.

Associate Director

Beth Scheid asked Kathy Wicks for further information on the Acquisitions department exploring the Horizon Acquisitions module. Acquisitions has not used this module previously since the accounting portion of the module is cumbersome and not needed by the library. Acquisitions will reconsider the module as an alternative to its current “on order” database if a work-around can be found for the accounting portion of the module. The Acquisitions module also would grant us permission to place “on order” items in the catalog so that the public can place hold requests on items before the items arrive.

Adult Services

No further report.

Children’s Services

No further report.

Archives

No further report.

Circulation Services

Dawn brought a sample of the RFID tag that Champaign is inserting into other libraries’ materials.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of February 12, 2008.