

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, March 11, 2008

Present: Mary Ellen Farrell, Kate McDowell, James P. Quisenberry, Beth Scheid, Chris Scherer, Umesh Thakkar, and Jane Williams

Absent: Barbara Gillespie and Charlie Smyth

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 March 11, 2008. The meeting was called to order by the president, Mary Ellen Farrell, at 7:40 p.m.

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

PETITIONS AND COMMUNICATIONS

Public comment

None

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

There was discussion about hanging white lights on the library roof to match the other downtown holiday lights. The Board was concerned about the limestone and asked staff to explore other options, such as lights around the insides of the arched windows, hangers for the outside that didn't involve drilling the limestone, lights for the lamp posts, and lights on the Cherry Alley arch.

Technology

The Library is expecting to receive quotes on the fiber soon. The conduit is in, and Champaign Telephone is scheduled to pull the wire. If Board advice is desired, Mel and James volunteered to be contacted if the quotes came in before the next Board meeting. Bill DeJarnette is finishing up the City contract for high speed wireless access through VOLO, and this path remains a choice for the library's public computers if the fiber takes much longer to implement.

Finance

It was moved by Chris Scherer, seconded by Jane Williams, and passed unanimously that the March budget revisions be approved as mailed.

The Finance Committee will meet on Friday, March 21, 2008 at 1:15 p.m. to work on the FY2008/2009 Budget and the Five Year Financial Plan. Mel agreed to replace Charlie on the committee.

Deb has been looking at salary and benefit comparisons with the City. Vacellia Clark has been very helpful with answering questions about the City's salaries and benefits.

Policy

There was discussion about no longer collecting Social Security numbers due to the increased concern with identity theft. Social security numbers help collection agencies avoid attributing a debt to an incorrect person. Unique Management, our collection agency, has indicated that they have developed ways to get nearly as careful results using birthdates. It was moved by James Quisenberry, seconded by Chris Scherer, and passed unanimously that the library no longer require a unique identification number to issue a library card, but require patrons to give their complete date of birth. Lincoln Trail is looking at ways to purge the database of Social Security numbers. If they cannot do a mass purge, circulation clerks will start removing the numbers whenever they perform annual address checks or renewals on patron cards.

Education and Training

No report.

Long-Range Planning

The Board expressed approval of the patron survey. Pretest surveys have been mailed with a cover letter explaining the process and a feedback form about the survey itself. LRC also will try to administer some of the pretest surveys face to face at the library in order to observe and have dialogue with patrons. Staff and Board will have one last chance to tweak the surveys after the pretest results come in and before the finalized surveys are mailed.

REPORTS OF LIAISON OFFICERS

Friends of the Library

At their last meeting the Friends agreed to use book sales proceeds to help fund programming and equipment. They also began discussion of making the newsletter available electronically. There was some concern that an electronic newsletter removes one of the benefits of joining the Friends. They concluded, however, that most people join in order to support the library and/or get into the Friends pre-sale night of the Book Sales.

The Board discussed ways to contact people about the availability of electronic newsletters, including posters in the library, a note on the bottom of email notices, an email to the current newsletter recipients, and a link on the web site. The Board preferred to have patrons choose to subscribe rather than send an unsolicited newsletter and have them choose to unsubscribe. James mentioned that 1&1 has mailing list and email newsletter capabilities.

The Urbana Free Library Foundation

No further report.

Lincoln Trail Libraries System

James reported that Lincoln Trail discussed the pin issue at their last meeting, which brought up the issue of Social Security numbers. There was a future Horizon upgrade predicted, but probably not soon.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

No further report.

Associate Director

Kathy reported that there is a patron who is a Yahoo employee and is willing to champion the library to receive a grant from Yahoo. Both the patron and Yahoo are interested in funding initiatives that would increase reading. Kathy showed the patron a Playaway, which is a book already recorded onto a small, handheld playing device. The patron will help the library submit a Yahoo grant to purchase these for a young adult book club.

Deb reported that the LSTA grants are all technology based this year.

Adult Services

John reported that the Ground Floor Gaming programs will be the third Tuesday of the month starting with March. The librarians did a test program with the Splash group from Urbana Middle School. Twenty-four kids attended, and the program went well. The games are very active – which helps prevent misbehavior. Thanks to Lynn Ward's efforts, the library now owns a Wii..

Children's Services

No further report.

Archives

Anke provided more detail on her written report about the 300 photographs from the Archives collection that are being digitized. She also reported that she has been contacted by WILL about partnering in a Youth Media Workshop grant proposal that would involve teaching and recording genealogical research by African American youth.

Circulation Services

Dawn reported on her tour of the Champaign Public Library's RFID system. The system has a lot of great features, but still has bugs to be worked out, some of which are affecting work flow at our library.

UNFINISHED BUSINESS

None.

NEW BUSINESS

James reported that the C-U Schools Foundation, of which he is a member, had been turned down in their request to use one of the library's meeting rooms because their meeting would not be open to the public. The Board discussed various policy issues, such as allowing not-for-profit groups to use the rooms for non-public meetings, using the room for fundraising events that the library may wish to support, blocking off the rooms on certain days of the week for library use only, and just the general lack of meeting space in downtown Urbana. There were no conclusive decisions made.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of March 11, 2008.