

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

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

Absent: Barbara Gillespie and Beth Scheid

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

Also present: Beth Chato

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on April 8, 2008. The meeting was called to order by the president, Mary Ellen Farrell, at 7:30 p.m.

It was moved by Charlie Smyth, 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 the need to have window washing and carpet cleaning done on a regular schedule. The ideal would be to clean the main carpet traffic paths three or four times a year and other areas once a year.

The Herb Society and the Foundation are both interested in landscaping projects.

Technology

Fiber quotes have come in from AT&T and Comcast. They were substantially more than expected. Bill DeJarnette is fairly confident that there may be two more fiber paths to pursue.

The City of Urbana has not started testing the microwave/wireless system yet. Champaign Public Library has been asked by the City of Champaign to test their city microwave/wireless system, and so far things are running smoothly. ICN cautioned The Urbana Free Library against using the microwave/wireless

path for Horizon, but the library hopes to move the public computer lab to this path when the City is ready.

The Board discussed several software packages that staff are investigating. It was the consensus of the Board to pursue Illinois E-pay in order to provide credit and debit card payment to patrons. James Quisenberry expressed concern that credit card numbers not be retained on a library server. The Board felt that it was appropriate for Lincoln Trail Libraries System to coordinate E-commerce software at the system level.

Finance

The requested budget for FY 2008/2009 represents a 7.5% increase over the FY 2007/2008 budget. It was moved by Jane Williams, seconded by Chris Scherer, and passed unanimously to present the preliminary 2008/2009 budget to the city.

Policy

It was moved by Charlie Smyth, seconded by Umesh Thakkar, and passed unanimously that updates to the circulation policy be approved as presented.

Education and Training

The Board raised a question raised about professional development. Deb explained that there is money in traveling and training lines for each department and that it is up to the departments to decide how to use it. Staff do attend the various library association conferences, and departments occasionally bring in outside presenters. The Board suggested that the library look into the Fast Three classes offered by the University of Illinois or Web Junction as venues for professional development. There was discussion about ways to encourage staff to take part in training activities, including making it a job requirement, supervisors aggressively promoting activities, rewarding staff for participation, and coordinating and setting-up in-house options for small group web sessions.

Long-Range Planning

The Library Research Center will conduct a limited number of in-person surveys in the library this week. They did not receive a lot of response to the mailed pre-tests.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No further report.

The Urbana Free Library Foundation

The Foundation is sending out a donor solicitation letter. The letter will encourage donors to give for current library needs and to keep in mind future library expansions.

Lincoln Trail Libraries System

James Quisenberry reported that the Lincoln Trail Technology Evaluation Committee is starting to meet again. They will be sending out a survey to member libraries about technology needs within the libraries. James will encourage Lincoln Trail to continue exploring e-commerce for the system.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Charlie Smyth asked for further clarification on the library card debt options in Deb's report. The library would prefer to set up an education program and/or volunteer program rather than create amnesty days. A staff committee has been organized to start exploring options. Kate McDowell suggested that the library contact Sharon Irish from the University of Illinois to see if there might be any students interested in making this a project.

Associate Director

No further report.

Adult Services

No further report.

Children's Services

No further report.

Archives

No further report.

Circulation Services

No further report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Kate McDowell announced that she is stepping down from the Library Board. This is her last meeting. She is hoping to continue to be involved with the library in other capacities.

James Quisenberry reminded the Board that three members have their appointments expiring this year and that the Board needs to appoint a nominating committee for Board officers.

James also reminded the Board that they are under a contractual obligation to do an Executive Director review. This is to be completed no later than 30 days prior to end of the fiscal year. Umesh Thakkar, Jane Williams, and Mel Farrell agreed to serve on an evaluation committee. Jane volunteered to talk with Vacellia Clark at the City. Deb also is expected to report on the state of the staff.

Umesh Thakkar reminded the Board that there had been discussion at a previous meeting about having Champaign and Urbana Library Boards meet. He would like to see it happen this summer. There was discussion about having it during a regular Board meeting or on a different day. The Board will discuss agenda items for the meeting. Once agenda items are set, Deb will contact Marcia Grove. The Board would be interested in meeting with the Champaign Library Board on an annual or semi-annual basis.

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 April 8, 2008.