

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

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

Absent: Barbara Gillespie and Beth Scheid

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on July 8, 2008. The meeting was called to order by the president, Mary Ellen Farrell, at 7:33 p.m.

It was moved by Jane Williams, 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

No further report.

Technology

Bandwidth has improved since the computer lab has been moved onto the microwave wireless system. Circulation is not seeing the drastic Horizon slow downs in the afternoon. The computer lab is experiencing some difficulties, but these may be related to applications issues rather than bandwidth issues.

Finance

After some discussion, it was moved by Chris Scherer, seconded by Jane Williams, and passed unanimously to accept the FY 08/09 budget per City direction.

At Ron Eldridge's request, the Board discussed how to budget the State income tax revenue. The Board was concerned about how the amount would show up on residents' tax bills and how it would affect non-residents' card prices. It was the consensus of the Board to leave State income tax as a separate line item revenue and to not roll it into the library's property tax levy.

Policy

Deb presented the Board with the final wording for the Health Savings Plan. She took the wording and pattern from the City's plan and then changed the parts that were unique to the library. The plan will be attached to the City's plan with the library considered a separate employee group. It was moved by Charlie Smyth, seconded by Umesh Thakkar, and passed unanimously to approve the Health Savings Plan as revised.

Implementing the Health Savings Plan meant changing how staff accumulate sick leave. The City recommended making sick leave accrual part of policies rather than part of the plan. Since the benefits policy has not been updated for years, many changes are needed. Deb only updated the sick leave paragraph for passage at this Board meeting. It was moved by Charlie Smyth, seconded by Lynn Wiley, and passed unanimously to revise the policy manual, section VI-E-4 "Paid Sick Leave," to accommodate the Health Savings Plan benefit.

The Board discussed a policy change to allow chat room access and instant messaging on adult computers, since these are integral features of many games and programs. The new computers will allow CD/DVD burning, and it was the consensus of the Board to handle copyright issues the same way the library handles copy machine copyright issues. The Board also discussed whether it would violate public performance rights if a patron borrows a DVD to watch here in the library. The policies will be revised accordingly and brought to next month's meeting for passage.

There was some recent staff concern about an adult loitering around the Young Adult Area diner booths. Since the area is meant for teens, who may not feel comfortable in the space with adults, it was the consensus of the Board that staff put up signs informing adults that the space is meant for teens. Staff should have the right to ask adults to leave the area. Deb will draft policy wording for the next Board meeting.

The committee exploring ways to help patrons stay out of debt on their library cards has proposed a new type of library card for students receiving their first adult department cards. The card will be more restrictive about the quantity of materials that may be checked out at one time and will have more reminders about overdue items. It will be used for a four-month

period to give students a chance to learn about library rules before being given the responsibility for a full-use card. The committee also is working on an education curriculum for those who have unusable cards due to late fees or lost and billed items. The committee hopes to have the new card ready for Urbana School District registration in August. Return bins will be installed in the middle school and high school to make it easier for students to return items on time. To accommodate the new type of card, Deb will revise relevant sections of the Circulation Policy for the next Board meeting.

There was discussion about using the after-hours book pick-up boxes in the lobby. There are security issues and logistics to be resolved, but with better bandwidth returning some efficiency to circulation, staff now may be able to begin discussion on workflow.

Education and Training

No further report.

Long-Range Planning

The second LRC patron survey mailing will go out this week.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends of the Library did not meet in July.

The Urbana Free Library Foundation

The Foundation elected officers at their June meeting. The officers are President, Carolyn Casady-Trimble; Vice-President, Harold Jensen; Secretary, Nancy Morse; and Treasurer, Kermit Harden.

The Foundation has decided to move their database from FileMaker to Excel.

Lincoln Trail Libraries System

The Polaris demonstration has been rescheduled for July 17. Envisionware software works with Polaris.

Karen Wilkinson has retired from Lincoln Trail.

James Quisenberry is on an Illinois State Library committee to review rules and standards.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Charlie encouraged staff to do training with the Police Department similar to the fire drills. There was discussion about the NIMS training.

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

It was moved by Charlie Smyth, seconded by Jane Williams, and passed unanimously that the Board retain the slate of FY2008 officers for FY2009.

NEW BUSINESS

It was moved by Charlie Smyth, seconded by Jane Williams, and passed unanimously by roll call vote that the Board go into closed session to discuss personnel matters.

ADJOURNMENT

The meeting was adjourned at 9:30 p.m.

Becky Brown
Recording Secretary

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