

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, October 14, 2008**

Present: Mary Ellen Farrell, Barbara Gillespie, Beth Scheid, Chris Scherer,
Charlie Smyth, Umesh Thakkar, Lynn Wiley, and Jane Williams

Absent: James P. Quisenberry

Staff present: Becky Brown, Barbara Lintner, Debra Lissak, Anke Voss, and Kathy
Wicks

Also present: Diana Runge

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on October 14, 2008. The meeting was called to order by the president, Mary Ellen Farrell, at 7:30 p.m.

It was moved by Barbara Gillespie, seconded by Umesh Thakkar, and passed unanimously that the consent agenda be approved as mailed.

PETITIONS AND COMMUNICATIONS

Public comment

Diana Runge attended the Board meeting to fulfill a class requirement for the University of Illinois Graduate School of Library and Information Science.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

No further report.

Technology

The Board discussed the draft Scope of Work for the website redevelopment. The Board wants the library site to be user-centered and ADA-compliant and would prefer to hire a local or Illinois web design firm that understands libraries. Deb will revise the Scope of Work to

incorporate Board and staff comments. The technology committee will finalize the document at their October 27 meeting. It was the consensus of the Board that liquidity will be used to hire the web consultant.

Finance

No further discussion.

Policy

After discussion about moving the time table up by one month, it was moved by Chris Scherer, seconded by Jane Williams, and passed unanimously that the annual Executive Director's evaluation procedure be approved with minor revisions.

Education and Training

No further report.

Long-Range Planning

The Library Research Center has received few responses to the third survey mailing. If responses do not increase soon, they will close off the survey and start data analysis. There was discussion about ways to reach some of the low response areas.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

No report.

Lincoln Trail Libraries System

No report.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Deb asked for Board direction on the format of Board packets as we move toward their inclusion on the library's website. It was the consensus of the Board to send materials in the Board packets as pdf files.

Deb also raised a question about statistics in the Board packets. When the Board meeting occurs early in the month, timing on availability of the previous month's data makes it impossible to include the statistics in the packet. It was the consensus of the Board to send the previous month's statistics with the packets if they are available, but if statistics are compiled after the packets go out, to email them separately or bring them to the Board meeting.

The patron behavior committee has been working on a quick and easy form for reporting patron incidents. Deb asked the Board if they were comfortable with hosting the reports on ZOHO Creator. The Board will investigate ZOHO Creator and bring back a recommendation at the next meeting.

Charlie asked about the library's ranking. The library's ranking went down during construction, but the library has seen a steady increase in statistics since reopening. The Board requested a timeline showing the library's ranking over all years of the HAPLR Index.

Associate Director

Kathy reported that the library received a \$2,000 grant from Target to host another Fairy Tale Ball next spring.

Adult Services

No further report.

Children's Services

Barb reported on Summer Reading Program statistics. The 850 participating children read 11,066 books, which is 1,000 more books than last year.

Archives

No further report.

Circulation Services

No further report.

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 October 14, 2008.