

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, December 9, 2008

Present: Barbara Gillespie, James P. Quisenberry, Beth Scheid, Chris Scherer, Charlie Smyth, Umesh Thakkar, and Jane Williams

Absent: Mary Ellen Farrell and Lynn Wiley

Staff present: Becky Brown, Dawn Cassady, John Dunkelberger, Debra Lissak, and Anke Voss

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on December 9, 2008. The meeting was called to order by the vice-president, Chris Scherer, at 7:30 p.m.

It was moved by Beth Scheid, seconded by Barbara Gillespie, 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

Davis Houk turned in a proposal to increase humidity at the Tepper building in the dry, winter months. The proposal was higher than expected because a steam unit is needed to do the job correctly since the furnace runs less frequently in an unoccupied space. The proposals for supplemental cooling in the server room and for temperature/humidity control in the storage room in the Archives have not yet been received. It was the consensus of the Board that the Archives storage issues should take priority over the need for new security cameras. There was discussion about what types of items should be expensed from liquidity, a building replacement fund, and the general building lines in the budget. There was also discussion about what items the library should plan to replace and what items the City would replace.

Technology

Charlie Smyth complimented staff for their work on the Technology Plan. It will be easier to update in the future because the plan incorporates routine revisions by staff and Board. It was moved by Charlie Smyth, seconded by Umesh Thakkar, and passed unanimously that the Technology Plan be approved as presented.

The Website Scope of Work only received one response. Matthew Barnes is still doing some development work for the library, and staff suggested that the library continue with this content reorganization in-house and then hire outside assistance for content management and usability testing. Umesh suggested that a University GSLIS class might be used to evaluate the website usability. It was moved by Barbara Gillespie, seconded by Jane Williams, and passed unanimously that staff should proceed as discussed with the website redevelopment.

Finance

After discussion, it was moved by Beth Scheid, seconded by Barbara Gillespie, and passed unanimously that the budget revisions be accepted as presented.

The Board discussed Finance Policy revisions. It was the consensus of the Board that endowments be created only for gifts of \$10,000 or more and that expenditures over \$10,000 need Board approval, unless the expense was previously specified as a part of the budget. James Quisenberry questioned the two signatures policy on checks if one signer is subordinate to the other. The Board felt that the List of Bills in the Board packets was a check and balance for this process. The Finance Policy, with these Board changes, will be on the January agenda for approval.

Policy

The Board discussed the pending change from our current custom database log-ins for the computer lab to the use of Horizon library cards for the log-ins. There was some staff concern about how to accommodate people who wanted only computer use and not full library use and whether to require the address verification on computer-use-only cards. It was the consensus of the Board to offer computer-use-only Horizon cards only when the applicant did not qualify for a full-use card and to require but not verify the patron address for the computer-use-only cards.

Education and Training

No further report.

Long-Range Planning

The Board requested that the Library Research Center make a short presentation on the survey results at the January Board meeting and that the meeting start time be adjusted to 7:00 p.m. James asked to have an electronic copy of the survey instrument sent to Pat Boze at LTLS.

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

Since writing the Board memo, Deb had a chance to talk with city personnel about the ICMA grant. There is interest in pursuing a joint grant to study the potential for annexation of the unserved urban areas contiguous to the city. These are areas that currently do not have library service.

Associate Director

No further report.

Adult Services

No further report.

Children's Services

No further report.

Archives

Anke pointed out the new Archives display case. There is still some issue over the UV filtering film on the glass, but Timberline is working on solving the problem.

Anke had an article printed in the **ILA Reporter** on digitalization in Archives.

Circulation Services

No further report.

UNFINISHED BUSINESS

Due to weather issues, the Board decided to postpone the review of Dawn's report on incidental circulation costs until the next meeting.

Charlie Smyth had questions about statistics, which will also be addressed at the next meeting. Charlie requested a report of some key statistical measures over five or ten year intervals.

NEW BUSINESS

None.

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 December 9, 2008.