

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, August 11, 2009**

Present: Mary Ellen Farrell, Barbara Gillespie, Diane Marlin, James P. Quisenberry, Chris Scherer, Umesh Thakkar, and Jane Williams

Absent Beth Scheid and Lynn Wiley

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 August 11, 2009. The meeting was called to order by the president, Mary Ellen Farrell, at 7:30 p.m.

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

PETITIONS AND COMMUNICATIONS

Public comment

Umesh Thakkar recommended *Provenance*, a book he recently read about mystery, archives, libraries, and museums.

Umesh alerted the Board that he will be traveling frequently over the next several months and that he will attend meetings electronically. He was concerned about the effect his absence may have on quorums at future meetings.

Presentations

None.

REPORTS OF COMMITTEES

Building and Grounds

One of the Per Capita grant requirements this year is a building maintenance, replacement, and repair plan. Kathy Wicks is working on this plan and requested ideas from the Board. The Board focused on expensive items that take planning to maintain, replace, and repair, including

the HVAC system, carpeting, roof, elevators, and the 1918 reading room windows. Kathy will draft a plan for the next Board meeting.

Technology

Deb reported on the Urbana-Champaign Broadband grant. She completed the public computing center survey, primarily requesting laptops for technology instruction, staff training, and additional staffing in the lab. Mel clarified that the library was one of the 47 public computing centers listed in the UC2B final proposal.

Finance

The Board reviewed the building insurance proposal. Decreasing coverage for replacement of the collection and raising the deductible would allow for increased “extra expense” coverage for the staff time necessary to process replacements to the collection. It was moved by Chris Scherer, seconded by Barb Gillespie, and passed unanimously to raise the deductible to \$5,000. It was moved by Chris Scherer, seconded by Umesh Thakkar, and passed unanimously to increase the “extra expense” coverage to \$2,000,000. It was moved by Chris Scherer, seconded by Barb Gillespie, and passed unanimously to accept the quote from Cincinnati Insurance Company.

The library’s budget request to Champaign County for Archives funding listed four possible options. The first was to retain support at \$25,000. The second was \$25,000 with the 6% reduction requested by the County. The third was \$25,000 with an increase for inflation. The fourth was \$25,000 with the inflation increase plus extra money to extend hours. The budget request also addressed the Board’s concerns about decreasing financial support and diminishing storage space.

Policy

It was moved by Barb Gillespie, seconded by Umesh Thakkar, and passed unanimously to accept the Patron Conduct Policy as presented.

After discussion, it was moved by Chris Scherer, seconded by Umesh Thakkar, and passed unanimously to accept the Circulation Policy as revised during the meeting.

It was moved by James Quisenberry, seconded by Umesh Thakkar, and passed unanimously to accept the Computer and Internet Policy as presented.

The Board discussed the Collection Management policies, which return on the September agenda for approval.

Education and Training

No report.

Long-Range Planning

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

No report.

Lincoln Trail Libraries System

There was discussion about whether anyone on the Board was interested in being nominated to the Lincoln Trail Board. Continued Board presence would be important during the impending automation migration.

Deb asked the Board about enrolling in Overdrive Advantage, a new service offering additional downloadable materials limited to a home library's patrons. The initial offer included the financial incentive of a free download station, but the concept undercuts our philosophical commitment to consortia resource sharing. It was the consensus of the Board to go forward with Overdrive Advantage.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

No further report.

Associate Director

No further report.

Adult Services

Anne Phillips is reviewing books in Sunday's *News-Gazette*. It is a new feature that Anne will be doing every other week.

Children's Services

No further report.

Archives

Anke reported that Darrell Hoemann, photo editor of the *News-Gazette*, signed a deed of gift to the Archives for New Gazette photographs, including print, negative, and digital content. The *News-Gazette* requested final say about commercial use, but the Archives may grant access to

images for educational and personal use without permission. The Archives also may mount any of the images digitally in low resolution.

Circulation Services

No further report.

UNFINISHED BUSINESS

The Board reviewed the Illinois Local Library Act, the “Reference and Reader’s Advisory” chapter of *Serving Our Public*, the ILLINET Interlibrary Loan Code, and the Administrative Ready Reference to meet the Per Capita grant requirements.

In reviewing the Illinois Local Library Act, Deb noticed that libraries may dispose of items valued at \$1000 and under, rather than the \$250 as stated in the library’s policy. The Board decided to leave the existing policy intact. Also, the Act requires that the Board send an annual report to the City Council within 30 days of the close of the fiscal year. It was the consensus of the Board to send the City the IPLAR report each year when it is completed.

In order to meet the Reference and Reader’s Advisory standards, it was the consensus of the Board that within the next year staff will write a reference and reader’s advisory policy which will include a method for evaluation of reference service.

The library is in compliance with the ILLINET Interlibrary Loan Code.

The State Library’s intent was to make Boards aware of the content available in the rather extensive online Administrative Ready Reference. The Board reviewed the table of contents.

NEW BUSINESS

Umesh Thakkar asked about the GSLIS reception hosted by the library on October 16.

The October Board meeting will be moved to the Satterthwaite Conference room.

ADJOURNMENT

The meeting was adjourned at 9:34 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of August 11, 2009.