

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, September 8, 2009

Present: Mary Ellen Farrell, Barbara Gillespie, James P. Quisenberry, Beth Scheid, Chris Scherer, Umesh Thakkar (by phone), Lynn Wiley, and Jane Williams

Absent Diane Marlin

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on September 8, 2009. The meeting was called to order by the president, Mary Ellen Farrell, at 7:37 p.m.

It was moved by Jane Williams, seconded by Chris Scherer, 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

In preparing the Building Maintenance Plan for the Per Capita requirement, Kathy reviewed other libraries' plans and contacted the firms that the library uses for repairs to estimate replacement costs and routine maintenance schedules. Since invoices went to the City during construction, she was unable to include original purchase costs for the major building components. Fred Schlipf suggested that 4% increase per year was a reasonable estimate for determining future costs. It was the consensus of the Board that the Building Maintenance Plan should be reviewed every four to five years. There was discussion about ways the Foundation

might help; Lynn Wiley volunteered to show the Foundation some ways that libraries offer donor recognition and fundraising on their websites.

Deb presented a plan to add 20 more bike spaces with the elimination of only one car parking space. The library currently is trying to direct patron attention to the additional parking that the City recently provided west of the Tepper building.

Deb showed the Board the mock-up of vinyl banners that will go on the lampposts in front of the Race Street porch. The banners are a quick and inexpensive solution to signage along Race Street. Contractors have been hired to complete the access hatch and electrical connection needed for the reverse channel signage being installed on the Green Street entrance canopy.

Technology

James Quisenberry asked whether the library was now using fiber. All library computers now connect through the City fiber loop. There has not been a noticeable difference in speed since public computers had previously been moved to the microwave wireless, leaving adequate bandwidth on the T-1 for the staff computers.

Beth Scheid inquired about the CITES laptop clinic, and Deb confirmed that CITES had recently contacted the library to set a program date.

Finance

No report.

Policy

It was moved by Lynn Wiley, seconded by James Quisenberry, and passed unanimously that the Collection Management Policies be accepted as mailed.

After discussion, it was the consensus of the Board to extend remote database use to non-resident students of Urbana School District.

Education and Training

No report.

Long-Range Planning

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The Friends are discussing restricting or banning the use of scanners during book sales.

The Urbana Free Library Foundation

No report.

Lincoln Trail Libraries System

State allocations to libraries have been cut. There will be no LSTA grant awards this year, as the State Library plans to use LSTA funds to minimize the impact on per capita grants. The State Library has decreased library system budgets by 16%. Library systems have been directed to not make changes to delivery systems. There was discussion of ways to lessen the amount of materials traveling between libraries and about alternate ways to move materials back and forth between Champaign Public Library and The Urbana Free Library.

Lynn Wiley agreed to let her name be on the ballot as a nominee to the Lincoln Trail Board. James Quisenberry has one meeting remaining in his term. The library has appreciated his service on the Lincoln Trail Board.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

No further report.

Associate Director

There was discussion about carpet cleaning needs in response to Kathy's report about flooding in the Children's Services hallway.

Adult Services

No further report.

Children's Service

Barb reported that approximately 1,000 children signed up this year for the Summer Reading Program.

Archives

Anke reported on the publication of book that she helped edit, *Emergency Response Planning in College Libraries*.

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 September 8, 2009.