

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, April 13, 2010**

Present: Mary Ellen Farrell, Barbara Gillespie, James P. Quisenberry, Beth Scheid, Chris Scherer, and Jane Williams,

Absent: Diane Marlin, Umesh Thakkar, and Lynn Wiley

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

Also present: Will Quisenberry

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on April 13, 2010. 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 Beth Scheid, 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 report.

Technology

Deb will email the Technology committee with staff recommendations for the Technology Plan and potential meeting dates.

Finance

It was moved by Jane Williams, seconded by James Quisenberry, and passed unanimously to purchase the RTI multi-disc cleaner.

After discussion, it was moved by Chris Scherer, seconded by Barbara Gillespie, and passed unanimously to approve the FY 2011 budget as mailed. Budget reductions will come from a variety of places, including staff turnover, no cost of living increases, and centralized costs.

James Quisenberry asked about the funding needed to fill Barb Lintner's and John Dunkelberger's positions when they retire. It was decided to add this topic to the agenda under "Unfinished Business" for the next meeting.

Policy

No report.

Education and Training

Mel Farrell reported that there is a conference this coming Thursday and Friday at the Campbell Alumni Service about 50 years of public computing. There will be presentations by John Dunkelberger, Mary Towner, and Fred Schlipf.

Long-Range Planning

The Long Range Plan is dated 2006 – 2011. Deb would like to make the Long Range Plan similar in structure to the Technology Plan, updating it each year by removing what has been accomplished and adding new ideas. Her plan for the next revision is to involve staff in the vision for what the library is trying to accomplish. The Board suggested waiting until the two new department heads are on staff.

There was discussion about other items required by the State Library this year, which include a technology plan, personnel policies, and a "Green Plan." The Technology Plan revision will be submitted to the Board tech committee shortly. The personnel policies need a major overhaul, having been written in the 1980s and 1990s.

REPORTS OF LIAISON OFFICERS

Friends of the Library

The next book sale will be April 22 – 26. The Friends received one very large donation of 60 boxes of books in excellent condition.

The Urbana Free Library Foundation

The Foundation is preparing for the annual donation letter.

Deb asked Harold Jensen to put on the next Foundation agenda an invitation to choose a time for a joint meeting with the library Board.

Lincoln Trail Libraries System

James asked about Champaign Public Library policy changes for reciprocal borrowing. The Urbana Free Library has not heard about any official policy changes.

The Lincoln Trail migration subcommittees have started meeting in web conferences. Committees are creating lists of functionality needed in the various modules, such as circulation, tech services, and statistics reporting. Lincoln Trail will consolidate comments from the subcommittees.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Mel Farrell remarked that she has heard many good comments about the Fairy Tale Ball. The media gave it great coverage. Deb reported that the sponsors attended and also were very happy with the Fairy Tale Ball.

Associate Director

Chris Scherer asked about the short video productions that staff are thinking about creating. He felt that videos should be collection driven. Kathy Wicks explained that Brian Looker is looking into other library's practices to help set guidelines. There will also be guidelines about getting signed releases from people who are videoed.

Chris commended Acquisitions on listing gifts given in the Board report. Hopefully this will create interest in other people to give.

Adult Services

No further report.

Children's Service

No further report.

Archives

No further report.

Circulation Services

No further report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Mel Farrell appointed Jane Williams and Barbara Gillespie to the nominating committee for Board officers. They will bring a slate for consideration to the May meeting, and the Board will vote on the slate at the June meeting.

Mel will send Becky Brown the forms for the annual executive director's evaluation to be distributed to the Board, the Foundation Board, and library department heads.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of April 13, 2010.