

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MARCH 13, 2001

Present: Mary Ellen Farrell, William Golden, Kermit Harden, Robert McCandless, Chris Scherer, Beth Scheid, Michael Stevenson, and Jane Williams.

Absent: Charlie Smyth.

Staff present: Debra Booth, Jean Koch, Barbara Lintner, Fred Schlipf, and Phyllis Max Spiro.

Others present: Peggy Henderson.

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on February 13, 2001. The meeting was called to order by the President, Michael Stevenson, at 7:05 p.m.

It was moved by Robert McCandless, seconded by William Golden, and passed unanimously that the minutes of the regular Board meeting and Long-Range Planning Committee meeting of February 13, 2001, be approved as mailed.

It was moved by Kermit Harden, seconded by Robert McCandless, and passed unanimously that the following bills be approved retrospectively for payment:

February 14, 2001 – General Fund, \$110,670.80; Trust Fund, \$1,101.28; Documents Center Fund; \$110.00; Publications Fund, \$424.20; Grant Fund, \$7,705.77.

February 28, 2001 – General Fund, \$119,899.21; Trust Fund, \$882.77; Publications Fund, \$243.25.

### *COMMITTEE REPORTS*

#### *Automation*

Lincoln Trail will be switching to the ICN (Illinois Century Network) on Tuesday, March 20. The Library is ready.

#### *Building and Grounds*

The last two radiators in the patron areas of the Library, along with the huge steam pipe that used to hang from the auditorium ceiling, have been removed.

New carpeting has been installed in the auditorium.

Panic buttons are being installed at all public service desks.

More AV selection shelves will be installed in a few weeks. They will be mounted on the balustrade along the south end of the west side of the main floor.

Due to budget and timing considerations, the staff has decided to wait until later in the year to repaint the Auditorium. The work will probably be scheduled for mid-August, which is one of the slowest times of the year in the Library.

Electricians are pulling additional wire for security cameras while they pull the wire for the panic buttons, since this can be done at very little additional cost. This will save a great deal in labor cost if and when security cameras are installed.

### *Education and Training*

Mary Ellen Farrell represented the Library at a CCNet community meeting last month. The Library is proud of the fact that The Urbana Library was the site of the first public CCNet workstation.

Two important points came out of the meeting:

- CCNet is trying to provide services to community members who are technologically underserved. Among other things, the group is encouraging state legislation that will make it easier for the University to donate its surplus and obsolete hardware for this purpose.
- One way to serve people who lack access to technology would be to set up a computer lab at Lincoln Square, perhaps through a mixture of grant funds and older equipment donated by the University.

The Board thought that both these ideas were excellent and was willing to support them.

### *Finance*

The Board reviewed the proposed March revisions to the 2000/2001 budget. The Finance Committee had previously the changes. All of the proposed changes consisted of moving funds from one line to another, with no change in total expenditures. Among the changes was a reduction in the total Dynix budget line, since the Library does not need to purchase an extra port this spring. The Library staff also recommended not buying new PCs this spring, partly because Gates money for the purchase of PCs may be available in Illinois soon.

It was moved by Kermit Harden, seconded by Robert McCandless, and passed unanimously that the March revisions be passed as mailed.

The Board reviewed budget issues for 2001/2002 but did not vote on a new budget. There will be a public budget meeting of the Library Board with the City administration at the City Building on March 22 at 8:30 a.m.

The Board also discussed developing a five-year plan for additions to the Library budget.

### *Friends of The Urbana Free Library*

The spring book sale will take place on April 19 through 22.

The Friends annual meeting will be on Thursday, April 26.

### *Lincoln Trail Libraries System*

No report.

### *Long Range Planning Committee*

A meeting of the committee was held at the conclusion of the Board meeting.

### *Policy*

No report.

## **TRUSTEE REPORTS**

William Golden received a letter of concern from a job applicant who was not hired by the Library. The Board reviewed the Library's hiring procedures in considerable depth and decided that the Library had acted properly. However, they suggested that staff provide a separate handout on hiring procedures, repeating and expanding on the information provided on the Library's application forms.

The Foundation has almost reached a million dollars in donations.

The Foundation gave a small party for all those who have called perspective donors and volunteered in other ways. The reception was held at Milo's restaurant and was exceptionally lovely. The Foundation Board wishes to thank Milo's for their in-kind donation.

The Board discussed how to tailor some naming or recognition opportunities to the interests of individual donors.

## **ADMINISTRATIVE REPORTS**

### *Executive Director*

On Wednesday, May 16, the staff will travel by bus to view about three new or recently expanded libraries in the Chicago area. All Board members are invited.

The library staff, architects, and city staff have been reviewing issues associated with planning and construction timetables.

The Library will receive the center spread in the Park District's summer *Leisure Guide*.

By the end of the month, the new DVD collection will be in circulation.

The Library has had to ban a patron for misuse of the Internet.

Anders Dahlgren, the Library's building consultant, has provided some graphs based on federal data that compare the holdings, expenditures, and use of The Urbana Free Library with those of other central Illinois cities. The basic information conveyed by the graphs is that the Library's collections are about average in size per capita, but that use and efficiency are unusually high. The graphs will accompany the Library's budget presentation.

The annual Model Railroad Show, which is co-sponsored the Midwest Central Railroad Club, Lincoln Square, and the Library, will take place on March 31 and April 1.

Due to low enrollment, the Library's customary genealogy class will not be offered this spring. The class is a joint venture of the Library and Parkland College and has to turn students away almost every time it is offered. Archives staff member Julia Vodicka, who teaches the Library's genealogy class, is teaching an Archives Management class for the University of Illinois library school this spring.

### *Adult Department*

No report.

### *Children's Department*

Barbara Lintner circulated photos of the very successful *Read Across America* program at Lincoln Square. The event was attended by about 400 people.

The Children's Department has been very successful with their preschool visits. They have reached approximately 451 preschool children, with very enthusiastic responses.

### *Special Collections*

The Archives and the City of Urbana Community Development Department co-sponsored a workshop on researching houses. The workshop was a great success, with an attendance of 75.

### *UNFINISHED BUSINESS*

No report.

### *NEW BUSINESS*

No report.

*ADJOURNMENT*

Upon motion duly made and seconded, the meeting was adjourned at 8:45 p.m.

Phyllis Max Spiro, Recording Secretary

## MINUTES OF A LONG-RANGE PLANNING COMMITTEE MEETING HELD ON TUESDAY, MARCH 13, 2001

The Urbana Free Library Board of Trustees met at as the Long-Range Planning Committee in the Archives of The Urbana Free Library on March 13, 2001. The meeting was called to order by the President, Michael Stevenson, at 8:45 p.m.

The Board continued reviewing the Library's *Long-Range Plan*.

### **GOAL D: REFERENCE SERVICE:**

**Objective D-4: Continue community information and referral as part of reference service, and not create "proactive" outreach services.**

It was moved by Mike Stevenson, seconded by Robert McCandless, and passed unanimously that this objective be omitted, since "proactive" outreach services of the 1960s and 1970s are no longer a national vogue.

### **GOAL F: PROGRAMS, EXHIBITS AND SPECIAL SERVICES:**

**Objective F-4: Programs for adults.**

This Board discussed the possibility of providing adult programs once the building is completed, but generally felt that the Library's usual role should be to provide space for programs, materials to support programs, and publicity for programs rather than to organize and produce general adult programs outside of the Library's areas of specialization.

**Objective F-9: Exhibit and display space.**

The Library would benefit from both exhibit space as well as a computer room.

At the next meeting, the committee will begin with **Goal G: Reader Space.**

### **ADJOURNMENT**

Upon motion duly made and seconded, the meeting was adjourned at 9:00 p.m.

  
Phyllis Max Spiro, Recording Secretary