

APPROVED

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, AUGUST 14, 2001

Present: Mary Ellen Farrell, William Golden, Kermit Harden, Beth Scheid, Chris Scherer, Odell Warren, and Jane Williams.

Absent: Charlie Smyth and Michael Stevenson.

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

Also 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 August 14, 2001. The meeting was called to order by the Secretary/Treasurer, Kermit Harden, at 7:30 p.m.

It was moved by William Golden, seconded by Chris Scherer, and passed unanimously that the minutes of the July 10 meeting be approved as mailed.

It was moved by William Golden, seconded by Mary Ellen Farrell, and passed unanimously that the following bills be approved retrospectively for payment:

July 5, 2001 – General Fund, \$114,375.58; Trust Fund, \$710.39; Documents Fund, \$233.00; Publications Fund, \$97.01.

July 18, 2001 – General Fund, \$114,375.58; Trust Fund, \$347.76; Publications Fund, \$273.84.

August 1, 2001 – General Fund, \$125,357.97; Trust Fund, \$68.51; Documents Fund, \$50.00; Publications Fund, \$152.16; Grant Fund, \$3,607.90.

COMMITTEE REPORTS

Automation

Lincoln Trail has asked that all library staff members change their passwords again. Passwords are changed every six months for security reasons.

Building and Grounds

The Library's front steps have been repaired. The stonemasons cut an opening through a support wall under the steps, crawled underneath, lifted the steps with hydraulic jacks, and installed new shims.

Education and Training

The Illinois Library Association annual conference will take place in Springfield on October 11 through 14. Trustee programs will take place on Saturday. All Board members are welcome to attend.

Finance

The revised 2001/2002 budget will be presented to the Board as soon as all staff appointments are complete.

Friends of The Urbana Free Library

The fall book sale will take place on October 4 through 7. The books are being donated at a dizzying rate and are being stacked everywhere.

Lincoln Trail Libraries System

No report.

Long Range Planning Committee

Copies of the full ***Building Program*** were distributed to Board members prior to the meeting. The program lists all the spaces in the library, specifying the type and size of the spaces, their juxtaposition, and their contents.

According to the agreement between the Library Board, Foundation Board, and City Council, all three groups need to adopt the program in principle.

The only significant change since the outline program of several months ago is the addition of a computer classroom.

It was moved by William Golden, seconded by Chris Scherer, and passed unanimously that the ***Building Program*** be adopted as distributed.

Policy

No report.

TRUSTEE REPORTS

The Foundation is nearing \$1.5 million in donations. The most recent large donation is a gift of \$95,000 to fund the Adult Department Internet area.

Volunteers are now calling on all local businesses, as well as local individuals, and the Foundation Board is contacting local service clubs. The Foundation is also developing a grant application to the Carle Foundation, and it has requested a \$60,000 grant from the Champaign County Board to help pay for space used to house County records.

After the first of the year, the Library's brick sale will begin. Individuals and businesses will be offered the opportunity to buy inscribed bricks that will be used to pave a pathway, probably on the north side of the Library.

The fundraising event featuring Roger Ebert will take place October 13. The title of his talk is "Saturday Afternoons with Miss Fisk." Formal invitations to this event will be mailed soon. The food has been generously donated by many local restaurants.

The Foundation is a very efficient organization. Nearly 100 percent of the money raised will be used for construction.

ADMINISTRATIVE REPORTS

Executive Director

The new Head of Acquisitions is Keran Harrington. She will replace Rebecca Brown, who is taking a 10-hour position so that she can spend more time with her child.

Carol Inskeep has been hired as a half-time Young Adult Librarian.

A new Illinois state law specifies that all non-resident cards sold must be valid at all public libraries in Illinois. Unfortunately, this removes one major incentive for the expansion of library service. Hearings on the interpretation and implementation of the law will take place this fall.

The Library will be present at the school registrations for all the elementary schools and the middle school, where staff members provide information on Library services and sign up many new cardholders. At the same time, the Library will have a display on part-time work opportunities to try to attract community people. Staff members of the Adult Department, Children's Department, and Circulation Department participate in this program.

Annual statistics for fiscal year 2001 were distributed to the Board. In general, Library use has remained stable.

Adult Department

The Library's e-rate application has been submitted and approved. In order to get this year's grant funds, the Library certified that the Board has discussed the filtering of our computers, and that the Library is taking steps to comply with the new law.

Children's Department

The summer reading program is winding down. Final numbers will be available after the end of August.

The Parent to Parent Website grant is due to be completed in October.

Special Collections

The genealogy class will be offered again this fall. As usual, it will be sponsored by the Library and Parkland College.

Thanks to the efforts of its wonderful volunteer, Candace Wilmot, the Archives has processed 2,700 newly-donated title abstracts.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 8:58 p.m.

Phyllis Max Spiro, Recording Secretary