

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JULY 9, 2002

Present: Mary Ellen Farrell, William Golden, Kermit Harden, Chris Scherer, Charlie Smyth, Michael Stevenson, and Jane Williams.

Absent: Beth Scheid and Odell Warren.

Staff present: Debra 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 July 9, 2002. The meeting was called to order by the president, Michael Stevenson, at 7:31 p.m.

It was moved by Kermit Harden, seconded by Mary Ellen Farrell, and passed unanimously that the minutes of the meeting held on June 11, 2002, be approved as mailed.

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

June 19, 2002 – General Fund, \$187,210.52; Trust Fund, \$1,230.83; Documents Fund, \$509.10; Publications Fund, \$1,243.97; Grant Fund, \$951.89.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

The Library's custodian is patching the plaster in places where leaks have caused ceiling and wall damage. Though it would be considered a small job, it may be worth hiring a professional to come in and do it quickly.

The construction timetable calls for Library Board and Foundation approval of construction documents at the Board's regular August 13 meeting. The staff and architects plan to have 100 percent versions of the construction documents ready in early August. All Board members are invited to the Library to review the documents starting August 5. Fred Schlipf will try to make himself as available as possible to meet with Board Members that week at times that fit their personal schedules.

Library staff are looking for places to hold children's programs during the construction period.

Education and Training

No report.

Finance

No report.

Friends of The Urbana Free Library

The fall book sale will be held in Lincoln Square. The donation books will be stored there until the sale.

Lincoln Trail Libraries System

No report.

Long Range Planning Committee

No report.

Policy

The staff distributed a memo covering some remaining issues that need to be clarified in the circulation policies.

Due to a change in state law, business cards now carry reciprocal borrowing privileges and no longer need to be limited to local use only. Making this change will require businesses to hold their cards instead of leaving them on deposit at the Library. An employee will need to bring a business's card to the library in order to check out materials. (Currently, the Library holds the card with a list of authorized employees, and employees show identification when they want to use the cards.)

The staff asked for clarification on whether University of Illinois students should be treated as residents of Urbana or visitors to Urbana for card-issuing purposes. It was the strong consensus of the Board that students be treated as residents.

The Board discussed the implications of the ***USA Patriot Act***, which says (among other things) that the FBI can ask to see the borrowing history of any patron or any book. Providing such information without a court order is still illegal under Illinois law.

TRUSTEE REPORTS

Kermit Harden reported for the Foundation. The Foundation has about \$150,000 left to raise. \$40,000 was received today.

Publicity about the extra money that the Foundation has pledged to raise has stimulated many donors to give more money.

The brick sale will be the last fundraiser for the construction project and will take place during 2004.

ADMINISTRATIVE REPORTS

Executive Director

The Foundation Board and Board of Trustees will have a joint meeting on August 13 to approve the expansion bid documents. The construction documents will go out for bid in August and be opened on September 18. Construction should begin in late October.

Most people involved in the project seem to prefer Sunday afternoons for groundbreaking ceremonies. If the Board agrees, a non-Bears-game Sunday in mid to late October seems like the best choice.

The library's annual statistics for 2001/2002 have not yet been completed, but it looks like total circulation will turn out to be just under 800,000, another all-time record.

Adult Department

Because Baker & Taylor has upgraded its online book ordering system, the library has finally converted from the CD-ROM product to direct online ordering.

The Library is preparing to buy new Internet access management and print queue software. Both are designed to relieve pressures on the reference staff.

Many computer monitors in the Library have been replaced with the much less bulky flat screen monitors. This not only saves space but also creates less of a barrier between staff and patrons. The old monitors have been given to Prairienet.

Children's Department

There are 550 children signed up for the summer reading program.

Program attendance is up this year.

Babies' Laptime, one of the most popular program series, will continue through July and August, with practicum students conducting the programs.

The department's cassette collection is in the process of being weeded. Many cassettes will be replaced with compact discs.

Special Collections

The Archives has received 8 more boxes from Chicago Title Abstracts. This is on top of the 8 boxes originally received.

A long time volunteer, Jean Wilson, has moved to New York. She will be missed.

UNFINISHED BUSINESS

At this time, Chris Scherer asked that the Board go into executive session to discuss a personnel matter. During the executive session, no other issues were discussed and no votes were taken.

NEW BUSINESS

The Board thanked William Golden and Michael Stevenson for their years of service to the Library as members of the Board of Trustees.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 9:10 p.m.

Phyllis Max Spiro, Recording Secretary

