

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, SEPTEMBER 10, 2002

- Present: Mary Ellen Farrell, Kermit Harden, James Quisenberry, Beth Scheid, Chris Scherer, and Jane Williams.
- Absent: Marion Gushee, Charlie Smyth, and Odell Warren.
- Staff present: Debra Booth, Rebecca Brown, Jean Koch, Barbara Lintner, and Fred Schlipf.
- Also present: William Golden, Peggy Henderson, and Simon Rosenzweig.

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on September 10, 2002. The meeting was called to order by the president, Kermit Harden, at 7:35 p.m.

It was moved by Chris Scherer, seconded by Mary Ellen Farrell, and passed unanimously that the minutes of the August 13, 2002, meeting be approved as mailed.

It was moved by Jane Williams, seconded by Beth Scheid, and passed unanimously that the following bills be approved retrospectively for payment:

August 14, 2002 – General Fund, \$26,851.65; Trust Fund, \$385.56; Documents Fund, \$72.00; Publications Fund, \$126.62.

August 28, 2002 – General Fund, \$28,117.17; Trust Fund, \$83.05; Documents Fund, \$128.40; Publications Fund, \$293.82; Grant Fund, \$4,358.81.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

No report.

Education and Training

Board members discussed the forthcoming trustees' workshop at the Lincoln Trail Libraries System.. Some planned to attend. As usual, the library will pay the registration fees.

Finance

The Library audit is part of the City audit. It took only two days. The report will be part of the City audit report.

Friends of The Urbana Free Library

The fall book sale will be held in Lincoln Square on October 3 through 6. The Friends feel that having more elbowroom may increase total sales. The sale will continue until 8:00 p.m. on Friday rather than closing at the usual 6:00 p.m. because Lincoln Square has later Friday hours. The paperback sale held during the Sweet Corn Festival was a success, bringing in around \$1,100 and clearing out lots of used paperbacks.

Lincoln Trail Libraries System

No report.

Long Range Planning

The construction documents have been printed and are ready for bidders to pick up. The architects have had 100 copies prepared. The pre-bid conference will be held on Wednesday, September 18. Any questions contractors raise at the conference will be answered by the architects in a formal addendum to the documents. The bid opening is at 2:00 p.m. on Wednesday, October 2, and a groundbreaking ceremony will take place at 2:00 p.m. on Sunday, October 20.

The board discussed how it would deal with change orders, since it is clear that they cannot wait until the next board meeting. It was the consensus of the board that Fred Schlipf should call Kermit Harden, who will in turn consult with one other member of the board, depending on the area of expertise involved.

Policy

No report.

TRUSTEE REPORTS

Kermit Harden reported for the Foundation. The Foundation is contacting big contributors to see how they want to be honored and to let them know where the project stands financially. The Foundation is also sending a mailing to 150 to 200 local businesses, asking for donations to the project. A brick sale will be the last fundraiser for the construction project and will take place during 2004.

ADMINISTRATIVE REPORTS

Executive Director

There has been no discussion among the Lincoln Trail automated libraries group of possible software migration.

The staff are reviewing a variety of service issues that will develop during construction. Among these is how service will be provided to users with disabilities at times during Phase I when the ramp is closed

due to routing of underground services. One solution may involve temporary staff delivery to the homes of people with disabilities.

Staff are also concerned about limited parking during construction. If public parking becomes a particular problem, it may be necessary to review service hours.

There will be a reception at Lincoln Square following the groundbreaking ceremony on October 20. Construction is expected to start about the first of November.

The annual reception for students, faculty and staff of the Graduate School of Library and Information Science will take place in the library auditorium on Friday, September 20. The reception is co-sponsored by The Urbana Free Library and the Champaign Public Library and takes place in each library on alternate years.

Debra Booth is redesigning the library's statistics reporting sheets to make them more in keeping with statistics gathered for various other entities. She has finished the circulation and acquisitions sheets, but she is still working on the others.

Adult Department

The Library has purchased print queue software for printing from the patron Internet terminals. This has reduced the burden on the Adult Reference staff, who have had to attempt to police the current honor system, and who have had to tend a number of small printers rather than a single, heavy-duty, networked printer. The staff are still reviewing Internet queue management software.

Mary Wilkes Towner is taking a web design class using tuition credits from supervising practicum students.

Children's Department

The Urbana Park District is providing space for the larger children's programs at the Phillips Recreation Center. The major programs held there will be Thursday Funfare and Babies' Laptime. To make it easier for parents to check out books in conjunction with the programs, shelvers will transport books to Phillips Center the mornings programs are held.

The mini concerts will be held at the Urbana High School in November.

In June, the staff sent letters to all groups that have been using the auditorium, indicating that the library would have no program space from early fall 2002 until Phase II is completed, and providing a list of alternate locations. Most groups have been very understanding.

Special Collections

As usual, the forthcoming genealogy class was full before it began.

The Archives received a donation from the CCDC Foundation, including a number of 8x10 photographs of award winners. Kermit Harden gave a collection of Urbana Rotary Club newsletters.

The Archives' local history database has now passed the one and a half million-entries mark.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made the meeting was adjourned at 8:41 p.m.

Becky Brown, Recording Secretary