THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A SPECIAL MEETING
HELD ON TUESDAY, MARCH 29, 2005

Present: Mary Ellen Farrell, April Getchius, Kermit Harden, Kate McDowell, James
                                P. Quisenberry, Chris Scherer, and Charlie Smyth

Absent: Beth Scheid

Staff present: Becky Brown, Jean Koch, Debra Lissak, Fred Schlipf, and Kathy Wicks

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on March 29, 2005. The meeting was called to order by the President, Kermit Harden, at 7:30 p.m.

It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously that the minutes of the meeting of February 8, 2005, be approved as mailed.

It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously that the following bills be approved retrospectively for payment:

> February 9, 2005 – General Fund, $21,562.31; Trust Fund, $559.08; Publications Fund, $153.73.

> February 23, 2005 – General Fund, $24,872.63; Trust Fund, $1,076.80; Publications Fund, $101.66.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

The furniture has been ordered and should be installed in time for the May 1 ribbon cutting. Carpet is now being installed on the second floor, which has led to frequent relocations of the adult non-fiction collection.

The Foundation paid for the retail shop unit from its funds.

Another chair has pulled paint off of the wall. Fred Schlipf will have the areas touched up before the ribbon cutting ceremonies.

It was moved by Charlie Smyth, seconded by April Getchius, and passed unanimously that the Library's address be changed from 201 South Race to 210 West Green Street.

Education and Training

No report.

Finance

It was moved by Mary Ellen Farrell, seconded by James P. Quisenberry, and passed unanimously that the March budget revisions be adopted.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

No report.

Long-Range Planning

No report.

Policy

The Board discussed the proposed new plastic borrowers' cards, reviewing samples supplied by manufacturers and graphics developed by Heather Sinclair. Major areas of discussion included choice of graphic designs, colors, and optional key tag cards. It was moved by Charlie Smyth, seconded by Mary Ellen Farrell, and passed four to three that the modern graphic be used on the new plastic Library cards. It was moved by Charlie Smyth, seconded by James P. Quisenberry, and passed unanimously that the name of the library appear without the phrase "and wonderful." It was moved by Charlie Smyth, seconded by Mary Ellen Farrell, and passed unanimously that the staff be directed to investigate the cost of plastic cards with the modern graphic and signature panel. It was moved by James P. Quisenberry, seconded by Mary Ellen Farrell, and passed seven to one that the Library investigate the option of providing key tag cards for those adult patrons who may prefer them. The board discussed possible problems with key tag cards for users under 18, since cards of that size would not have a place for a second signature of someone taking responsibility for the card.

Technology

Charlie Smyth suggested a number of changes to the **Technology Plan**. It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously, that the **Technology Plan** be approved as amended. A copy of the amended **Technology Plan** will be attached to future minutes.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

No report.

Adult Department

No report.

Children's Department

No report.

Special Collections

No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

The board decided to cancel their regular meeting on April 12, 2005.

ADJOURNMENT

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

Becky Brown, Recording Secretary

Comments on the Technology Plan

D3 Online Databases

1st section refers to an NT server. I sure hope this is not the case.

Page 9: I'm not sure this should even be on the table. This would be incredibly expensive and time consuming.

D4 CDRom

3rd P: CD-ROM Equipped

Large, fast hard drives are not expensive. Should look at a drive array to hold any needed CD data.

D8: 4th bullet point: should read flat panel LCD monitors

Wireless: can test but should see if the library can be part of the community wireless project. Regardless, any wireless system for users should be completely separated and unconnected with administrative computers.

D11: any security cameras that the library installs should be clearly labeled as such.

D12: What happens when we upgrade the older system to these old air thermostats

E: 3rd indent: long-range technology planning (?)

P21: Library to fully …

I: No, we could get a fatter pipe. There is more we can do.

P25: are there references that can be cited here?