

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MAY 10, 2005

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

Absent: Charlie Smyth

Staff present: Becky Brown, Jean Koch, Barb Lintner, Debra Lissak, and Fred Schlipf

Also present: Peggy Henderson and Simon Rosenzweig

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on May 10, 2005. The meeting was called to order by the President, Kermit Harden, at 7:30 p.m.

It was moved by James P. Quisenberry, seconded by Beth Scheid, and passed unanimously that the minutes of the meetings of March 8 and March 29, 2005, be approved as mailed.

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

March 9, 2005 – General Fund, \$25,755.09; Trust Fund, \$1,363.70; Publications Fund, \$80.06.

March 23, 2005 – General Fund, \$35,261.18; Trust Fund, \$342.17; Publications Fund, \$66.28.

April 6, 2005 – General Fund, \$31,437.11; Trust Fund, \$510.12; Publications Fund, \$68.05.

April 20, 2005 – General Fund, \$30,732.25; Trust Fund, \$1,550.44; Publications Fund, \$115.48.

May 4, 2005 – General Fund, \$43,299.34; Trust Fund, \$1,997.13; Publications Fund, \$74.77.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

Fred Schlipf reported that the punch list is still about 30 pages long.

The phone RFP has been narrowed down to two companies. Each company will make samples of its equipment available for inspection.

There are still bags on the construction parking lot meters. These will remain until the City is finished with the lot and landscaping in that area.

Education and Training

The American Library Association's annual conference will be held in Chicago on June 24 through 28. Quite a few staff members will spend a day visiting the exhibits, to which free admission is available. Board members are invited to go as well.

Finance

The City asked the Library to keep the budget for FY 2006 as tight as possible in light of City financial pressures. In keeping with that request, the 2005/2006 budget proposal had only a couple of new items. One is the need for one FTE custodian, which was projected in the Library's five-year financial plan before construction began. The other new item is increasing the percentage of the budget devoted to library materials, in a first step toward increasing the materials budget to meet minimum Illinois state standards.

The City budget will be presented to the City Council on Monday, May 16. Since many of the City Council members are new, Bruce Walden has asked that each City department and the Library explain its own budget and provide a short overview of operations.

HVAC maintenance is the tricky part of the budget. Since the system is 10 years past its projected life expectancy of 20 years, the Library would like to propose to the City that once the repairs reach \$4000, further repair costs be paid by the City until the system is replaced.

It was moved by James P. Quisenberry, seconded by April Getchius, and passed unanimously that the 2005/2006 budget be accepted by the Library Board.

The Board expressed a concern that the expenses needed to facilitate the taping and broadcasting of Board meetings not get lost in the budget process.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

James P. Quisenberry reported that Lincoln Trail is making some policy changes that will simplify reciprocal borrowing and intra-state loans.

Long-Range Planning

No report.

Policy

Debra Lissak reported that Kathy Wicks had gotten prices for the various types of plastic library cards. The Board would like to test the signature stripes on the cards of the two companies that are being considered.

Technology

No report.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

Fred Schlipf asked the Board for permission to make a statement on House Bill 3761 on Library stationery. The bill proposes funding for public library construction.

The Champaign Public Library is planning to start construction in the fall. The Urbana Free Library is curious to see what effects this will have on patron use at this Library.

Adult Department

No report.

Children's Department

No report.

Special Collections

Jean Koch reported that 35 teachers participating in the American History Teachers' Collaborative grant on April 9 were the first group to use the new auditorium. Next summer the Library will host a one week institute as a part of the grant.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Kermit Harden appointed April Getchius, James P. Quisenberry, and Chris Scherer to form a nominating committee to present a slate of officers at the next meeting.

ADJOURNMENT

The meeting was adjourned at 9:10 p.m.

Becky Brown, Recording Secretary