

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A LONG RANGE PLANNING MEETING AND A REGULAR MEETING HELD ON TUESDAY, OCTOBER 11, 2005

Present: Mary Ellen Farrell, James P. Quisenberry, Beth Scheid, Chris Scherer, Charlie Smyth, and Jane Williams

Absent: Kermit Harden and Kate McDowell

Staff present: Becky Brown, Barbara Lintner, Debra Lissak, Fred Schlipf and Anke Voss

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on October 11, 2005. The meeting was called to order by the vice-president, Mary Ellen Farrell, at 6:30 p.m.

It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the minutes of the meeting of September 13, 2005, be approved as mailed.

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

September 21, 2005 – General Fund, \$15,248.04; Trust Fund, \$869.36; Publications Fund, \$55.48.

October 5, 2005 – General Fund, \$25,397.65; Trust Fund, \$631.55; Publications Fund, \$230.19; Grant Fund, 200.00.

### ***PUBLIC COMMENT***

No comment.

### ***COMMITTEE REPORTS***

#### ***Building and Grounds***

Charlie Smyth and Fred Schlipf went through the building checking items against Fred's punch list. The list is still 23 pages long, including items such as incorrect hinges on one of the quiet reading room doors and fire doors that fail to close when the alarm goes off.

The Library Staff believed that there was an agreement concerning replacing the carpet in Megan's Room, but TSI (the carpet contractor) turned out to have a different understanding. Negotiations on the carpet seem to be stalled at this time.

The Friends of the Library, the Library Foundation, and the Library administration have been reviewing problems associated with reopening the east Library entrance and setting up the Library shop, which was funded by a major donor.

After discussing the continuing paint issues, it was the consensus of the Board that the auditorium should be repainted first. There was a suggestion that the Library have some better known painters come in and evaluate the problem and the best way to solve it.

The Library will talk with Timberline about constructing chair rails to protect walls in frequently-damaged areas.

Debra Lissak reviewed the Library's current custodial arrangements. The Library has hired J&J Cleaners to clean restrooms, floors, and other areas that need intensive daily cleaning. Melvin Young does all of the fine work, including dusting, cleaning offices, and grounds work. Hourly employees close the Library at night. Beverly Kingery does most of the minor repairs and installation of furniture.

### ***Education and Training***

No report.

### ***Finance***

The Board reviewed the job announcement for the technology manager's vacancy, including salary range, benefits, and job requirements. The job will require a bachelor's degree or equivalent work experience. Staff requested that at least one Board member take part in the interviews to help with the technical questions.

### ***Friends of The Urbana Free Library***

No report.

### ***Lincoln Trail Libraries System***

No report.

### ***Long-Range Planning***

Most of the meeting was focused on revising the ***Long-Range Plan***. The Board started at the beginning and edited the Introduction and the Section A. The Board will continue its review of the Long-Range Plan at the November 8 Board meeting, which will start at 6:30 p.m. Box lunches will be served at 6:00 p.m.

### ***Policy***

It was decided to postpone the policy items on the agenda due to the length of the meeting.

### ***Technology***

No report.

***TRUSTEE REPORTS***

April Getchius has resigned from the Board.

***ADMINISTRATIVE REPORTS***

***Executive Director***

No report.

***Adult Department***

No report.

***Children's Department***

No report.

***Special Collections***

No report.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

None.

***ADJOURNMENT***

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

Becky Brown, Recording Secretary