

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, APRIL 10, 2007

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

Absent: Barbara Gillespie and Kate McDowell

Staff present: Becky Brown, John Dunkelberger, Barbara Lintner, Debra Lissak, Fred Schlipf, Anke Voss, and Kathy Wicks

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on April 10, 2007. The meeting was called to order by the President, Kermit Harden, at 7:32 p.m.

It was moved by Jane Williams, seconded by Charlie Smyth, and passed unanimously that the minutes of the meetings of March 13, 2007 and March 27, 2007, be approved as mailed.

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

March 21, 2007 – General Fund, \$38,308.27; Trust Fund, \$931.26; Publications Fund, \$161.29; Grant Fund, \$650.00.

April 4, 2007 – General Fund, \$28,268.99; Trust Fund, \$380.51; Publications Fund, \$163.95; Grant Fund, \$80.00.

### ***PUBLIC COMMENT***

None.

### ***COMMITTEE REPORTS***

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

Charlie Smyth reported that the Building and Grounds Committee and staff met to review the video surveillance RFPs. They selected the one submitted by Thompson Electronics. Fred Schlipf reported that he and Debra Lissak met with Brad Hoff from Thompson Electronics to review the details of the camera system, including adding additional cameras. The Board is particularly concerned about controlling all exits from the Children's Department.

James Quisenberry suggested that the Board write a policy about how the cameras are to be used. Beth Scheid will look into possible templates for the policy.

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

No report.

### ***Finance***

Debra Lissak presented the preliminary 2007/2008 budget draft to the Board. It was moved by Chris Scherer, seconded by James Quisenberry, and passed unanimously that the preliminary budget be presented to the City as submitted.

The budget meeting with the City will be at 1:30 p.m. on April 17, and Board members are invited to attend.

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

The next book sale will take place April 26-30.

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

James Quisenberry reported that he had recently spent a day in Springfield as the guest of the Illinois State Library along with other library system Directors and Presidents. He reported that the Secretary of State has asked for an increase in library funding, but that the Secretary is also facing the cost of implementing “Real ID.”

Jan Ison would like to come to the Library to talk about World Cat.

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

No report.

### ***Policy***

Charlie Smyth has a policy on electronic attendance at Library Board meetings ready for the Board to review. State law allows electronic attendance for three reasons—personal illness, business duties, or family emergency. The City’s policy provides that electronic attendance is automatically approved unless it is challenged by a member of the board in question. The City’s policy also allows an electronically attending member to vote. In accordance with the new state law, a board needs to make up a quorum from people physically in attendance.

### ***Technology***

No report.

## ***TRUSTEE REPORTS***

Charlie Smyth reported that he is planning to leave the Board when his term is up. He is talking with other City Council members about who would be interested in serving on the Library Board.

## ***ADMINISTRATIVE REPORTS***

### ***Executive Director***

Fred Schlipf reported on House Bill 1727, which would require mandatory filtering of the Internet at libraries. The law includes a number of stringent requirements, including oaths by librarians, and it permits civil suits against allegedly non-complying libraries. The bill specifically requires filtering images, which appears to be impossible. Deb Lissak reported that the Library was recently unable to apply for a grant because one of the conditions was filtering all the computers in the Library.

The new coffee shop owners have said that things are going well, and that they are pleased with sales.

The Library has been approached by a Chinese professor about adding more Chinese books to the Library's collection. Fred has started the process and Deb will take over.

So far the Foundation has found no one willing to organize the Tortoise and Hare race for this year. Charlie Smyth has passed on three names of potential organizers to the Foundation.

### ***Associate Director***

Deb Lissak reported that Bill DeJarnette still does not have the price for the proposed fiber build out.

The advertisement for the Associate Director's position appeared in Quick Connections, the *News-Gazette*, the ILA Jobline, and the GSLIS web sites. The deadline for applications is 6:00 p.m. May 4.

### ***Adult Department***

John Dunkelberger reported that the Adult Department is rearranging staff duties and activities to create more specialized responsibilities.

### ***Children's Department***

Barbara Lintner reported that the current student on library's assistantship program will leave in August. Barb plans to interview to fill this position before Fred Schlipf retires.

On May 3, the Library will do "Investigations in Science," a joint program with WILL and Parkland College at the Parkland Planetarium.

Fifty-eight people attended a Korean storytelling program this month at the Library. The program was a great way to reach out to the Korean population in Urbana.

### ***Archives***

Anke Voss reported that she accepted the Historic Artifact Award from PACA on Saturday, April 7, on behalf of the Archives.

The workshops that the Archives are presenting in partnership with Parkland have been popular. Parkland has asked the Archives to partner in more of these next fall, in addition to the Genealogy course. Anke hopes to offer ten more workshops during the coming year.

The Archives submitted an LSTA grant letter of intent in partnership with the University of Illinois, The Early American Museum, PACA, and WILL. The grant would fund a collaborative effort to create a multimedia web site on Champaign County History.

***Circulation Department***

Kathy Wicks reported that Circulation staff will be more involved with this year's Summer Reading Program than they have been in past years. They plan to decorate the desk and have handouts to give out to children.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

Kermit Harden appointed Charlie Smyth as chair of the nominating committee to nominate officers for the 2007/2008 fiscal year.

It was moved by Charlie Smyth, seconded by Mel Farrell, and passed unanimously that the monthly Board meetings be moved from the Conference Room to the Archives.

***ADJOURNMENT***

The meeting was adjourned at 8:59 p.m.

Becky Brown, Recording Secretary