

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MAY 8, 2007

Present: Barbara Gillespie, Kermit Harden, Kate McDowell, James P. Quisenberry, Beth Scheid, Chris Scherer, Charlie Smyth, and Jane Williams

Absent: Mary Ellen Farrell

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on May 8, 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 James Quisenberry, and passed unanimously that the minutes of the meeting of April 10, 2007, be approved as mailed.

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

April 18, 2007 – General Fund, \$27,109.33; Trust Fund, \$398.04; Publications Fund, \$116.90; Grant Fund, \$523.80.

May 2, 2007 – General Fund, \$31,159.91; Trust Fund, \$2,722.01; Publications Fund, \$252.36.

### ***PUBLIC COMMENT***

None.

### ***COMMITTEE REPORTS***

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

The final price for the video surveillance system, with additional camera locations, was \$35,400. Thompson Electronics estimates two or three weeks to install the system. The installation is scheduled for early August, unless the library needs some isolated sites completed prior to that schedule.

Beth Scheid presented a possible policy model for use of the video surveillance system. The policy will be discussed at the June meeting and passed prior to the camera installation in August.

The U of I marketing class put coffee shop survey results into a database; see [cafedb.tufl.info/viewdata.php](http://cafedb.tufl.info/viewdata.php) to view. Responses can be filtered for gender, age, what library services are used, usual time of library visit, whether the person comes alone or with others, and interest in various promotional offers. Additional data items include desirable food and beverages, acceptable price ranges, frequency of visits, and length of stay.

The cost for intrusion and fire alarms for the Tepper building came in under \$3,000, including the addition of low temperature and high humidity sensors and alarms.

***Education and Training***

Deb Lissak, Carol Inskeep, and John Gehner will attend ALA in June.

***Finance***

The City asked the library to reduce its preliminary FY 2007/2008 budget by \$30,000 to bring it in line with increases for other City departments. To meet this request, the electricity increase can be changed from 60% to 50%, for a savings of \$9,600, and the \$7000 for a direct-mail needs assessment and \$5000 for a salary/benefit study can be expensed from liquidity as non-recurring items. The remaining \$8,400 could come from reductions in the requests for increased administrative (IT and graphics) help or from savings due to vacancies and staffing changes over the next several months. It was moved by Kate McDowell, seconded by Charlie Smyth, and passed unanimously by the Board to direct Deb Lissak to adjust the 2007/2008 preliminary budget to meet the City's request, utilizing the aforementioned suggestions and either staff turnover or reduction in administration staffing requests.

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

The Friends collected approximately \$6,600 at the April book sale.

***Lincoln Trail Libraries System***

The LINC advisory council voted unanimously to reinstate local holds, using a model where the home library of the item matches the home library of the patron.

James Quisenberry reported that Lincoln Trail is planning a fall program featuring presentations on directions in the library automation industry.

***Long-Range Planning***

No report.

***Policy***

Charlie Smyth presented a policy on electronic attendance that was modeled after the City's policy. It was moved by James Quisenberry, seconded by Beth Scheid, and passed unanimously to adopt the electronic attendance policy as presented.

***Technology***

To avoid the risk of the non-contract rate of \$405 per month, the library has renewed the existing T-1 contract for three years at \$112.50 per month.

Bill de Jarnette has received fiber quotes from McCloud, Insight, and AT&T. The next step is to connect the library into the City's fiber loop. The City currently has fiber to Insight, which has fiber to ICN. For long-range fiber solutions, the City will continue in discussions with U of I.

Lincoln Trail is adding a third T-1 line to help with slow Horizon response times.

### ***TRUSTEE REPORTS***

No report.

### ***ADMINISTRATIVE REPORTS***

#### ***Executive Director (Fred Schlipf)***

Fred expressed his appreciation for the open house held May 6 in honor of his retirement. He spoke with the Board about the library's current state and future, touching on the next expansion, the need for more parking, and the strengths of the library.

The Urbana Free Library and Lincoln Trail Libraries System are cooperating in a University of Illinois application for a million dollar grant from the Confucius Institute. The grant would include materials, language instruction, and cultural programming.

#### ***Associate Director (Deb Lissak)***

A picture rail will be installed in the new seating area near the coffee shop. The area will be used to display art work from local galleries.

Applicants for the Associate Director vacancy will be interviewed this month. Deb Lissak, Barb Lintner, Anke Voss, and John Dunkelberger will serve on the interview panel.

The Champaign Public Library is submitting an LSTA grant application for a community-wide read. The Urbana Free Library, the University of Illinois, Parkland, and the Champaign and Urbana school districts will partner in this grant. If awarded, each partner will develop its own programs based on a heroes theme, and the Champaign Public Library will develop an umbrella promotion for the entire program.

#### ***Adult Department (John Dunkelberger)***

Chris Williams is retiring at the end of May. Brief interviews were held with two candidates from the August 2006 roster, and Lisa Redlinski was selected to fill the vacancy. She will start as an hourly employee in June and begin full-time in mid-August.

#### ***Children's Department (Barb Lintner)***

Ann Ohms has been hired to fill the children's assistantship vacancy for August.

The librarians will start grade school visits in the middle of May to promote the summer reading program.

The department will teach two children's literature classes in conjunction with Millikan University in the fall.

Barb is working with local donors and a Boston gallery to acquire original picture book artwork for display in the children's department.

### ***Archives (Anke Voss)***

The Archives will host three separate genealogy workshops to be offered through Parkland College next fall. The workshops will be held in addition to the usual fall Beginning Genealogy class.

The Archives is submitting an LSTA grant application in partnership with the University of Illinois, The Early American Museum, WILL, PACA, and the City of Urbana. The grant would fund a collaborative effort to digitize local resources and create a Historic Champaign County website, similar to the existing Historic Pittsburg site. As a start, the site would include oral histories and architectural surveys.

### ***Circulation Department (Kathy Wicks)***

Eleanore Brown, Assistant Department Head, is attending the Spanish language course offered by Lincoln Trail. If it is useful, additional staff will be sent to the next course. Lincoln Trail may add a summer session if there is sufficient interest.

Washington School will bring Hispanic families to the library for a tour on Saturday, May 12. Circulation will offer library cards as a part of this program.

Staff from the library also will attend the first Market at the Square this season on Saturday, May 12.

### ***UNFINISHED BUSINESS***

Charlie Smyth reported that the nominating committee had slated Mel Farrell for President, Beth Scheid for Secretary/Treasurer, and Chris Scherer or James Quisenberry for Vice-President. James Quisenberry removed his name from the nomination.

Kermit Harden is retiring from the Board when his term is up this June. His ex officio appointment to the Foundation Board passes to the next president of the Library Board.

Charlie Smyth will continue serving as the City Council member on the Library Board.

Barbara Gillespie's term expiration date is incorrect. She should have received a three-year appointment expiring in 2009.

### ***NEW BUSINESS***

None.

### ***ADJOURNMENT***

The meeting was adjourned at 9:13 p.m.

Becky Brown, Recording Secretary