

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JUNE 12, 2007

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

Staff present: Becky Brown, Debra Lissak, Anke Voss, and Kathy Wicks

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on June 12, 2007. The meeting was called to order by the President, Kermit Harden, at 7:34 p.m.

It was moved by Barbara Gillespie, seconded by James Quisenberry, and passed unanimously that the minutes of the meeting of May 8, 2007, be approved as amended.

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

May 16, 2007 – General Fund, \$30,381.83; Trust Fund, \$294.39; Publications Fund, \$51.89; Grant Fund, \$730.00.

May 30, 2007 – General Fund, \$19,544.25; Trust Fund, \$616.72; Publications Fund, \$44.38.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

Debra Lissak inquired about the possibility of Latte Da! Offering sandwiches at lunch time. Latte Da! would purchase the sandwiches already made and then resell them. The Board agreed to experimentation with lunch items.

Kermit Harden reported that the Foundation has been indecisive about the new patio furniture for the Race Street porch. Kathy Wicks and Deb visited downtown cafes to try out chairs and found wire ones that were comfortable and required little care. It was the consensus of the Board that the staff should purchase furniture now.

Education and Training

No report.

Finance

Deb presented the 2007/2008 budget changes to the Board. It was moved by James Quisenberry, seconded by Charlie Smyth, and passed by the Board to amend the 2007/2008 budget to include the 3.25% cost-of-living and match the City proposal.

Deb presented the June revisions to the 2006/2007 budget to the Board. It was moved by Kate McDowell, seconded by James Quisenberry, and passed unanimously to accept the June budget revisions with the addition of wooden slant wall shelving for the new book area and the patio furniture for the porch.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

James Quisenberry reported that Lincoln Trail is setting up a conference for September 13, 14, and 15 on the future of library automation technology. Thursday and Friday will target professionals, and Saturday will target trustees. The open source software, Evergreen, will be presented, as well as other library automation vendors.

Long-Range Planning

It was the consensus of the Board to wait until fall to review the Five Year Financial Plan.

Charlie Smyth reminded the Board of the need to have an equipment and replacement fund as a part of the Long Range Plan.

Policy

The Board discussed a policy governing use of the video surveillance cameras. Staff and policy committee members will draft and submit to the Board a CCTV (Closed Circuit Television) Policy including the purpose, signage, location of cameras, staff access to live and archived images, length of retention, and protocol for law enforcement access to data.

Deb Lissak queried the Board concerning a policy for the selection of art for the new gallery area. It was the consensus of the Board to use procedure and to write a policy only if the need arises.

The Board reviewed Chapter X, "System and ILLINET Membership Responsibilities," of Serving Our Public: Standards for Illinois Public Libraries, as required for this year's Per Capita report. The Library is in compliance with the standards in Chapter X.

Technology

Bill DeJarnette, City of Urbana, is writing the fiber RFP in consultation with Tim Breen from the County. The plan is to have the library connected to the City/County fiber loop before the end of the summer.

The technology committee requested information from Pat Clifford concerning new router and server equipment.

Deb asked for Board members available to review a tentative list of audio and video equipment for library and UPTV programming in the auditorium. Kate volunteered her husband Ben to review the equipment list and suggested that staff also create a list of desired functions and uses.

Staff have been exploring event/calendar software to integrate with the library's website. The most versatile and customizable software require PHP/MySequal. The Board recommended hosting such software with an external vendor such as One & One rather than managing the server in-house.

TRUSTEE REPORTS

The June meeting was Kermit Harden's last meeting. Umesh Thakkar has been appointed. There was discussion concerning trustee orientation for Umesh. Deb reported that the State requirements for this year's Per Capita application include a staff training package and a trustee orientation package. Kathy Wicks will be writing these as part of her duties as the new Associate Director. Kate McDowell offered to assist Kathy with the trustee portion.

ADMINISTRATIVE REPORTS

Executive Director

Deb reported that the library will be involved in much hiring over the next few months. Open or upcoming vacancies include the Director of Circulation Services, a half-time graphic designer, two or three part-time circulation clerks, and a professional librarian for Archives.

The Library is reopening at 10:00 p.m. on Friday, July 20, to celebrate the release of the next Harry Potter book. Entertainment will include owls, a magician, a palm reader, and various Harry Potter treats provided by Latte Da! Pre-ordered books will be released at the event, beginning at 12:01 a.m. on release date.

Associate Director and Circulation

Kathy reported that she is going back and forth between the Administrative office and the Circulation office until her replacement is hired.

Outreach efforts this summer include the Farmer's Market, the Urbana Park District's Strawberry Jam event, and the Centennial Concerts hosted by the Urbana Park District on Tuesday evenings.

Adult Department

No report.

Children's Department

No report.

Archives

Anke Voss reported that as a part of the American History Teachers Collaborative the Archives will have five fellows over the course of this summer. Three of the fellows have started and will work for two weeks in June; the other two fellows will work in July.

Anke attended the Illinois American History Teacher Conference as an exhibitor for the Archives.

Last year the Archives hired Alisha Goode to work fifteen hours per week to handle Local History Online email requests. Alisha is leaving the position, and Anke has hired Amy Chen, an experienced Archives volunteer, to fill the position.

Anke reported that staff and the Genealogical Society volunteers repacked 390 County case boxes into approximately 800 Chancery Court boxes. The Archives also is accepting 323 docket books, which have been microfilmed by Linda Frank's office. These two projects will fill the last of the available storage in the Tepper building. There was discussion about the need to ask the County Board for more funding to cover the cost of handling County records.

Circulation Department

Combined with Associate Director report.

UNFINISHED BUSINESS

It was moved by Charlie Smyth, seconded by Kate McDowell, and passed unanimously to approve the nominated slate of officers for 2007/2008 fiscal year. The new slate is Mary Ellen Farrell as President, Chris Scherer as Vice-President, and Beth Scheid as Secretary/Treasurer.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Becky Brown, Recording Secretary