

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JULY 10, 2007

Present: Mary Ellen Farrell, Barbara Gillespie, James P. Quisenberry, Chris Scherer, Charlie Smyth, Umesh Thakkar (by phone), and Jane Williams

Absent: Kate McDowell and Beth Scheid

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on July 10, 2007. The meeting was called to order by the President, Mary Ellen Farrell, at 7:30 p.m.

It was moved by Charlie Smyth, seconded by Jane Williams, and passed unanimously that the minutes of the meeting of June 12, 2007, be approved as mailed.

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

June 13, 2007 – General Fund, \$50,344.63; Trust Fund, \$3534.13; Publications Fund, \$69.26; Grant Fund, \$45.43.

June 27, 2007 – General Fund, \$54,569.15; Trust Fund, \$2,270.80; Publications Fund, \$153.74; Grant Fund, \$647.91.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

With the addition of patio furniture on the porch, it was the consensus of the Board to move the displaced benches to Cherry Alley.

The Board looked at two proposed locations for the portrait that the Board purchased for Fred Schlipf's retirement gift. It was moved by Charlie Smyth, seconded by Barb Gillespie, and passed unanimously that the portrait be hung in the southeast reading room.

The Board discussed outside cigarette receptacles, which often draw smokers around them rather than encourage people to extinguish cigarettes as they enter the building. It was the consensus of the Board

that Race Street receptacles should be placed at the bottom of the stairs and that receptacles for the Green Street entrance should be placed in the landscaped area further from the doors.

Library staff will meet with Glen Davies to work on a design for a mural to be painted at the bottom of the stairs on the ground floor.

Education and Training

Mary Ellen Farrell reported that Lincoln Trail is presenting a meeting on Thursday, July 26, to provide information on developing a trustee orientation plan. Libraries are expected to create a plan as one of the requirements for the per capita grant this year.

Mel also reported that OCLC is sponsoring a new initiative called World Cat Local. The function of the current OCLC catalog is to allow users to login and find material within their local library systems. The World Cat Local project will allow patrons to go beyond their local libraries to worldwide locations for materials. This project is still in the demonstration stage. It will have future ramifications for borrowing and interlibrary loan functions, and financial ramifications as well.

Finance

Deb Lissak and Anke Voss will meet on August 9 with Deb Busey to discuss the library's FY2008 request for Champaign County funding for the Archives. It was the consensus of the Board that the library should request an increase that adjusts County funding to the purchasing power of the original 1990 funding level and to request an automatic annual adjustment to keep pace with inflation. The Board also would like the County to contribute to the additional costs associated with the transfer of new materials to the library.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

James Quisenberry will be presenting Lincoln Trail's plan to the State Library on July 26.

One of the topics for the September workshop that Lincoln Trail is sponsoring will be the World Cat Local project.

Long-Range Planning

Charlie Smyth will meet with Deb Lissak and Kathy Wicks to discuss Long Range Plan discussions that surfaced for the Board during the Executive Director search. Deb also will send copies of the plan to the department asking for comments for future revisions.

The policy committee will meet to review the policy manual, which has numerous outdated sections. As the goal is to make the library's policies available on the website, the committee will develop a strategy for addressing the policies that have most public impact.

Policy

The policy committee recommended a new policy related to the library's use of Closed Circuit Television (CCTV) cameras. After discussion, it was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the policy be passed as amended and moved from the Technology Plan to a separate section on Facilities. Board asked staff to investigate the price of adding a prox card reader to the server room door to limit access.

The policy committee recommended revisions to the Patron Conduct section of the policy manual and amended several sections including sections on smoking on library property, food and beverage consumption within the library, disruptive behavior, use of cell phones and other audio devices, and proper use of bicycles, etc. around the library. After discussion, it was moved by Charlie Smyth, seconded by Jane Williams, and passed unanimously that the policy changes be passed as amended.

Technology

The technology committee will meet before the August Board meeting to continue discussions of increased bandwidth and network upgrades.

James Quisenberry reported that VOLO is trying to position itself to provide Internet service to schools and libraries at cost.

TRUSTEE REPORTS

Mel expressed her thanks to the staff for the information that was sent in the last Board packets. She felt it was informative, well organized, and helpful in focusing on the issues that needed to be considered at the meeting.

Mel attended the June Foundation meeting as the Board liaison to the Foundation. The Foundation appreciated the new patio furniture on the Race Street porch.

Umesh Thakkar has been asked to serve as the next Board member. He has been an Urbana resident since 1995. He has three months left of a year-long sabbatical in Arlington, Virginia.

Charlie mentioned that there will be a downtown music gathering on Saturday, July 28. Charlie suggested that as the City expands the downtown programming, the library should revive the Tortoise and Hare Race in connection with another downtown event.

ADMINISTRATIVE REPORTS

Executive Director

Professional staff felt that some initial informal focus groups could be helpful in developing the patron assessment survey. Mel suggested that the Library Research Center at GSLIS offers excellent survey services; the Board directed staff to approach LRC about the cost for focus groups/surveys.

Keran Harrington will be contacting a firm to initiate the library salary and benefit review, which will be relevant to the library's financial planning this fall.

Deb attended some good sessions at ALA and felt that one session on fundraising strategies had potential as an outreach model to approach non-users. The main idea is that your repeat donors are not necessarily the big names in town, but the people who love your institution. The corollary outreach concept would be to start with people who both love the library and also are active in other areas of the community and then use this base to create natural allies and networks within the community.

Associate Director and Circulation

Kathy Wicks spoke with Janet Soesbe, who does grant writing and fundraising for the Urbana Park District. She indicated that many Park District donations come from businesses rather than individuals.

Staff are in the midst of conducting interviews for the Head of Circulation. Also, interviews will soon be set up for the half-time graphic designer position and several half-time circulation openings.

Adult Department

John Dunkelberger reported that the Adult Department is gearing up for the Harry Potter party. The library sold several hundred copies of the newest book. The library celebration will include owls, strolling magicians, and a palm reader. The library and Latte Da! will provide appropriate Harry Potter snacks. Barb Lintner has 500 trivia questions and Harry Potter puzzles for children in the auditorium.

Children's Department

Barb Lintner reported that 935 people attended June programs. This is 200 more people than last year. The summer reading program also had more children signing up this year with 675 children. James received a comment from the parent of a reader and a non-reader saying that stickers are not sufficient Summer Reading Program incentives for the younger children.

Charlie commented that the City needs to know the statistics of increased use.

The Children's Department staff revised the Children's Department manual. They also had an all staff training meeting.

Archives

Anke Voss reported that she, and possibly Howard Grueneberg, will be attending a WILL event called Home Movie Day. People will view their home movies and get advice about how to properly store them. People who don't want to keep their movies will be encouraged to donate them to the Archives. This event is being organized by Jimmy Jones, who was a practicum student in the Archives. He recently was hired to organize an MLS-funded project to develop an AV assessment tool for free distribution to Archives around the country. Our library will be one of their test sites.

The job announcement for the Archives Librarian position was run in last Sunday's paper as well as in several online sites. Rosemary Raeske will be missed by patrons and staff alike when she retires.

The Urbana School District was awarded another three-year Department of Education grant for the American History Teachers' Collaborative. The library will partner with the school district.

Circulation Department

Combined with Associate Director report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

The library has begun displaying art from local galleries to help with the Urbana downtown art gallery initiative. Some patrons have asked whether the pieces may be purchased. After discussion, it was the consensus of the Board to send patrons to the galleries to make their purchases, although the library will create a brochure or signage to encourage gallery traffic.

James commented that MTD is still running the "Gotta Get There" ad campaign telling people to come to the library to visit Caffé Paradiso. MTD will be notified that the ad is out-of-date.

ADJOURNMENT

The meeting was adjourned at 9:25 p.m.

Becky Brown, Recording Secretary