

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, AUGUST 14, 2007

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

Staff present: Becky Brown, Dawn Cassady, 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 August 14, 2007. The meeting was called to order by the President, Mary Ellen Farrell, at 7:30 p.m.

It was moved by Chris Scherer, seconded by Barb Gillespie and passed unanimously that the minutes of the meeting of July 10, 2007, be approved as mailed.

It was moved by Kate McDowell, seconded by James Quisenberry, and passed unanimously that the following bills be approved retrospectively for payment:

July 11, 2007 – General Fund, \$72,698.97; Trust Fund, \$675.54; Publications Fund, \$15.47; Grant Fund, \$500.00.

It was moved by Barb Gillespie, seconded by Mel Farrell, and passed unanimously that the following bills be approved retrospectively for payment:

July 25, 2007 – General Fund, \$61,357.38; Trust Fund, \$944.39; Publications Fund, \$7,618.94.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Building and Grounds

Deb Lissak reported that the library has had a few painters back out of painting the ground floor hallway in preparation for a mural by Glen Davies. Deb, Heather Sinclair, and Barb Lintner will be meeting with Glen sometime during the week of August 27 to discuss designs.

Chris Scherer requested that wood chips in the beds and surrounding the statues be replenished periodically. Chris also asked that the library check with the City of Urbana about adding signs to direct people to additional parking available in the area.

Thompson Electronics has not yet responded to the library request for pricing on additional security doors. They will be returning to reposition security cameras and to discuss some additional camera locations.

Education and Training

Mary Ellen Farrell reported that the upcoming Lincoln Trail symposium on “The Future of Integrated Library Systems” will include well known, excellent speakers and she encouraged trustees and staff to attend.

Finance

Deb Lissak and Anke Voss had a meeting on August 9 with Deb Busey to talk about the Champaign County funding of the Archives. The library supporting documentation was well received and will be passed along to the County Board. The library is requesting \$25,000 to \$35,000 and subsequent annual adjustments to keep up with inflation. The \$25,000 returns the County appropriation to the 6.89% of Archives budget represented by the original County grant of \$10,000 in 1990. The \$35,000 request includes an additional \$10,000 to extend public service hours to 6:00 p.m. on Monday through Saturday. Charlie Smyth recommended that trustees contact County Board members to request serious consideration of the library’s request.

Friends of The Urbana Free Library

The next book sale will run Thursday-Monday, August 23-27, in conjunction with the Sweet Corn Festival weekend.

Lincoln Trail Libraries System

James Quisenberry reported that Lincoln Trail received a \$10,000 grant from Sirsi/Dynix for Polytalk.

Mel Farrell reported possible changes to the State interlibrary loan code. She also reported that academic libraries in Illinois have removed themselves from the ILDS delivery process. They have requested proposals to set up their own delivery system.

Long-Range Planning

Deb Lissak reported on the Library Research Center process for user surveys and focus groups. The LRC typically provides for three waves of survey mailings, a web survey, and a final report. If focus groups are desired, they recommend a minimum of two. The typical process can take six months, with three to four months to collect data, or can extend to nine months when focus groups are used to shape survey development. After discussion, it was the consensus of the Board that the library should work with LRC, using liquidity to finance this assessment as a non-recurring expense. The Board requested that LRC make a presentation at the September meeting.

Kathy Wicks reported that the Per Capita grant is due to the State Library on October 15. This year the grant requirements include: 1) an orientation and training process for new staff members, 2) an

orientation and training process for new trustees, and 3) a disaster plan. Kathy is working on the orientation and training procedures for trustees and will pass her report on to the Board for their input. Anke Voss has written two disaster plans for other agencies and will make an initial template for the library. The completed Per Capita requirements will be approved at the October Board meeting.

Policy

It was the consensus of the Board to reaffirm the library policy which prohibits animals in the library with an exception only for service animals.

Technology

Charlie Smyth provided minutes of the Technology Committee meeting held on August 6, 2007. In keeping with the Open Meetings Act, committee meeting minutes shall be added to Board meeting minutes.

While the library has been trying to increase bandwidth for over a year, options keep shifting. Since Insight Communications is being purchased by ComCast, fiber options are stalled again. Bill DeJarnette expects the City to install a wireless option available to the library by the middle of next month. The committee will arrange a meeting with the City, County, ICN, and U of I representatives to pursue further development of fiber options. The library will proceed with a new router purchase to take advantage of bandwidth available with the more imminent wireless option. Beth Scheid will provide the final sign-off on the exact router model.

The Technology Committee recommends that the library contract for server space, at 1and1 or elsewhere, to explore software that requires additional server functionality or to host the library website. The library's website currently is hosted by Prairienet, whose staff agree that our library's needs have outgrown its services.

TRUSTEE REPORTS

Umesh Thakkar attended his first Board meeting in person. He gave a brief introduction of himself. The Board and staff introduced themselves. Several people already knew Umesh through other channels.

Parking continues to be an issue for patrons. There was discussion about Blake Weaver's empty lot across Cedar Street, south of his current rental parking lot.

Kate McDowell was interviewed by the ILA Reporter about her role as a library trustee. The article appeared in the July/August issue.

ADMINISTRATIVE REPORTS

Executive Director

Deb Lissak reported that hiring continues to be a priority until the archives, circulation, and shelving positions are filled.

The Board agreed to proceed with a wage and benefit review and to contact The Management Association of Illinois, the firm that conducts the ALA and LACONI salary surveys. The review would be financed as a non-recurring expense from liquidity.

Associate Director and Circulation

Kathy Wicks reported that the library sent two flyers to the City to include in the move-in day packets for U of I students. The flyers promote our services of interest to students, including free wireless, CDs and DVDs, and Latte Da! The library also will run an ad in the DI Quad Day edition.

The library has become a lifelong learning partner in the Osher Lifelong Learning Institute.

Adult Department

John Dunkelberger reported the Harry Potter party was a great success. Between 800 and 1,000 people attended, and the library has received many positive comments. The magicians amazed the crowds, the owls fascinated everyone, and the caricaturist received lots of compliments. The staff also had a good time and enjoyed an event that crossed departments. The Adult Department has discussed possibilities for future after-hours events.

Lisa Redlinski has started as a full-time adult services librarian, replacing Chris Williams.

Children's Department

Barb Lintner reported that 802 children signed up for the summer reading program this year, with 229 of them signing up in the Read-to-Me program. Forty two percent of the children who signed up have completed the program already. Children's librarians answered 4,408 questions in July. July 2007 program attendance showed a 355-person increase over July of 2006.

The Children's Department has been taking four children twice a month to the WICD Morning News show where the kids talk about what they have been reading.

Archives

Anke Voss reported that the Archives hosted five fellows in July as a part of the American History Teachers Collaborative. The Urbana School District has received another three-year renewal of this grant.

The Archives also had two practicum students from GSLIS this summer. Their project was to create a survey tool to identify photographs. They have been going through 1,000 linear feet of papers. At 75% completion, they have identified 20,000 photographs. This information will be useful for future grant applications for funding to help with the processing and preservation of photographs.

Two new practicum students will be starting for the fall semester. Both are interested in public service as a part of their experience.

Circulation Department

Dawn Cassady introduced herself as the new Director of Circulation Services. Dawn was appreciative of Kathy Wicks juggling two jobs prior to her start date. Dawn had been coming in sporadically before her official start date to help with Circulation interviewing.

UNFINISHED BUSINESS

There was discussion about committee assignments. The list at this point is:

Building and Grounds: Jane and James
Education and Training: Mel and Barb
Finance: Charlie, Chris, and James
Friends: Barb and Chris
Lincoln Trail: James
Long-Range Planning: Committee of the whole
Patron Assessment Ad-hoc Committee: Mel and Umesh
Policy: Kate, Jane, and Umesh
Technology: James, Beth, and Charlie
Foundation: Mel

Becky will email a list of committee assignments based on this discussion. Board members who wish to change assignments should notify Board president, Mel Farrell.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 9:40 p.m.

Becky Brown, Recording Secretary