

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, SEPTEMBER 11, 2007

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

Absent: Mary Ellen Farrell

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 September 11, 2007. The meeting was called to order by the Vice-President, Chris Scherer, at 7:00 p.m.

It was moved by Kate McDowell, seconded by Barb Gillespie and passed unanimously that the minutes of the meeting of August 14, 2007, be approved as mailed.

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

August 8, 2007 – General Fund, \$92,815.86; Trust Fund, \$493.96; Publications Fund, \$149.21.

August 22, 2007 – General Fund, \$22,038.04; Trust Fund, \$747.02; Publications Fund, \$5.39.

September 5, 2007 – General Fund, \$39,941.53; Trust Fund, \$1099.53; Publications Fund, \$56.79.

PUBLIC COMMENT. None.

PRESENTATION

Carole Palmer and Lauren Tefteau from the Library Research Center made a presentation and fielded Board and staff questions concerning patron surveys and focus groups

COMMITTEE REPORTS

Building and Grounds

Deb Lissak brought a design sketch from Glen Davies for the mural that will be painted in the ground floor hallway. The design continues the nature elements already present in the children's department murals.

The Board reviewed the Thompson Electronics quote for adding more security cameras and doors to the building. The quote was separated into five different projects. It was moved by Charlie Smyth, seconded by Jane Williams, and passed unanimously that the library accept the first three projects for \$14,175. These approved projects are: 1) install four new cameras, 2) install a four-port panel and all the door hardware and wiring for a security card entrance to the server room, and 3) install door hardware and wiring for security card entrances to the circulation staff area, the adult reference office, and the acquisitions door to the administrative hall.

Education and Training. No report.

Finance

On August 28 Deb Lissak and Anke Voss attended the Champaign County Board meeting to present the library's request for increased funding for the Archives.

Deb Lissak recommended some changes to the Board concerning the salary study. The City currently is conducting job audits of all clerical positions, a situation which presents an ideal opportunity for the library to use the same firm, Performance Growth Partners, to do a comparable study. It was moved by James Quisenberry, seconded by Beth Scheid, and passed unanimously that the library use Performance Growth Partners to conduct a job audit and salary review of the library's clerical positions. Staff will continue to investigate ways to complete the professional staff salary study.

Friends of The Urbana Free Library

The Sweet Corn Festival book sale in August earned just over \$7,400, making it the largest book sale since the library expansion.

Lincoln Trail Libraries System

James Quisenberry reminded everyone of the upcoming Lincoln Trail conference, the "Future of Integrated Library Systems." He reported that Lincoln Trail had received registration from over two hundred people from nineteen different states.

Long-Range Planning

The Board discussed the Library Research Center proposal to conduct focus groups and a patron survey. It was the consensus of the Board that the focus groups should concentrate on non-users and should include low income families. Additional areas of interest for the survey include parking and how people find out about the library. The Board directed staff to contract with the Library Research Center for up to \$25,000. Umesh Thakkar and Mel Farrell will assist staff in developing direction for the Library Research Center as they prepare the library's patron assessment.

Kathy Wicks presented the Board a copy of the "Board of Trustees Orientation Checklist." It was the consensus of the Board that the checklist and the referenced materials, when appropriate, be included in the policy manual and online.

Anke Voss is continuing to work on the Disaster Plan, which will be available to the Board electronically for review. The Disaster Plan is a Per Capita Grant requirement this year; it will be finalized and voted upon at the October meeting.

Policy

The Board requested that the “Employee Orientation and Training Checklist” also be included in the policy manual.

Technology

Beth Scheid reported that the technology committee recommends purchase of a Cisco 2821 router. Charlie Smyth is setting up a meeting with staff, the technology committee, Rich Mann (ICN), Mike Smeltzer (UIUC), and Bill DeJarnette (City) to discuss fiber and bandwidth plans. The next technology committee meeting will explore additional network equipment, such as managed switches or a firewall.

TRUSTEE REPORTS

Charlie Smyth relayed information from Ron O’Neal, the City Attorney, concerning minutes of committee meetings. Any closed sessions must be kept verbatim in either audio or video recording. Board minutes and committee minutes must be made available within seven days of being approved. Committee minutes are to be approved by the committee the next time it meets, but do not have to be approved by the whole Board. Committee decisions or recommendations are handled within the structure of committee reports to the Board. The Board expressed some concern about the delay that occurs for committees which meet irregularly or infrequently; in such cases the committee may prefer to pass their minutes at the next Board meeting.

James Quisenberry expressed his thanks to the staff for the written reports included in the Board packets.

ADMINISTRATIVE REPORTS

Executive Director

Deb Lissak reported that Marcia Grove notified her that the Champaign Public Library will be closed sometime around December or January, while they are moving into their new building. When The Urbana Free Library partially closed during the renovation, Champaign Public experienced a large increase in reference questions and circulation. It is expected that The Urbana Free Library will experience the same thing during Champaign’s closure.

The GSLIS reception will be held in our auditorium on Friday, October 12, from 4:00 to 6:00 p.m. Board members are welcome to attend.

Steve Glasgow has been hired as to fill the half-time graphics position. He will start in mid-September.

Deb Lissak was interviewed for *Commerce Connection*, a newsletter of the Champaign County Chamber of Commerce. Each issue features an alternating profile of either a local business or a not-for-profit organization. The interviewer emailed questions to Deb and then lifted quotes from her answers, creating a nice, accurate representation of the library.

Associate Director and Circulation

Kathy Wicks reported that the library and the Urbana Park District will be hosting a joint program entitled “A Century of Growth: The Urbana Park District’s First 100 Years” on Sunday, October 7, at the library. Anke Voss has worked with the park district on a commemorative book of the same title. Kathy has reserved our display case to coincide with the park districts’ Centennial Chautauqua celebration.

The first few weeks in August were spent interviewing for the half-time graphic designer and half-time circulation positions. Time was also spent training Dawn Cassady, the new Director of Circulation Services.

The library attended numerous outreach events during the last month including U of I Quad Day and Urbana School District registration at the Middle School.

Jan Chandler, of Heartland Gallery, will bring the next display of artwork for the library’s gallery space.

Kathy Wicks has finished the Lincoln Trail Libraries System 2007 Annual Profile Summary and now has started working on the Per Capita Grant.

Twelve staff members are attending the Lincoln Trail Symposium in September.

Adult Department

John Dunkelberger reported that staff interacted with over 1,000 university students at the U of I Quad Day. Adult reference librarians also were present at the Urbana School District registration.

The young adult summer reading program had over 140 students registered.

“Try Y,” the summer book club for adults, concluded in August.

The Boneyard Jazz Quintet performed for the August **UFLive!** concert and drew the largest audience so far, with over 140 people attending.

Two practicum students finished their summer projects, and two more practicum students have started training for the fall semester

Adult reference answered over 6,200 questions and had 7,900 logins in the computer lab during the month of August. Staff are delighted that school has started again.

Children’s Department

Barb Lintner reported that Anne Ohms has joined the children’s department staff as our next GSLIS intern. She and Barb attended the Orchard Downs Fall Picnic and promoted library card registration and Tutor.com.

Elaine Bearden has started teaching another class on children’s literature (K-8) for Millikin students. The class began on August 29 and meets weekly for five sessions.

Children’s librarians and a total of seven children were involved in two visits to WICD TV’S Sunrise morning news show. The children talked about books they read as a part of the Book Waves program.

The children’s department completed the summer reading program on August 25 with 588 readers and 231 read-to-me participants. The children read 10,564 books this summer, an increase over the 7,979 books read last summer. Total enrollment was 819 compared to 743 for 2006.

Archives

Anke Voss attended the Society of American Archivists annual meeting in Chicago last month.

The Archives is cosponsoring an event with WILL in conjunction with Ken Burn’s upcoming World War II documentary. WILL is hosting numerous events to promote “Central Illinois WWII Stories.” The program will be filmed and recorded by WILL.

The Archives served 371 patrons in August, including mail and email requests. Four of the requests were international. Archives staff answered 1,087 reference questions. Volunteers helped the department by contributing 148 hours.

The overall size of Local History Online is 3,327,021 indexing attributes and 566,638 documents. During August 24,447 attributes and 4,267 documents were added to the database.

Circulation Department

Dawn Cassady reported that all of the circulation vacancies are now filled. The department has hired a total of two salaried clerks, three hourly clerks, and eight shelveers.

Circulation also was represented at recent outreach events, including U of I Quad Day, Urbana School District registration, events at Prairie School and Clark-Lindsey Village, a continued presence at Urbana’s Market at the Square, and the U of I Graduate Student Information Fair.

There were 714 new library cards issued and 318 renewal cards issued in August.

UNFINISHED BUSINESS

It was the consensus of the Board that the Board President is responsible for committee assignments. Since Mel was not in attendance at the meeting, the subject was tabled.

NEW BUSINESS. None.

ADJOURNMENT. The meeting was adjourned at 9:01 p.m.

Becky Brown, Recording Secretary