

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, December 11, 2007**

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

Absent: Kate McDowell

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

The Urbana Free Library Board of Trustees met in the conference room of The Urbana Free Library on December 11, 2007. The meeting was called to order by the president, Mary Ellen Farrell, at 7:30 p.m.

It was moved by Beth Scheid, seconded by James P. Quisenberry, and passed unanimously that the minutes of the meeting of November 13, 2007, be approved as mailed.

It was moved by Jane Williams, seconded by James P. Quisenberry, and passed unanimously that the following bills be approved retrospectively for payment:

November 14, 2007 – General Fund, \$42,401.46; Trust Fund, \$5,074.46; Publications Fund, \$80.69.

November 28, 2007 – General Fund, \$31,406.69; Trust Fund, \$1,339.78; Publications Fund, \$61.45; Grant Fund, \$512.40.

Charlie Smyth asked that Board members include the dollar amounts in the motion for payment of the bills.

## **PETITIONS AND COMMUNICATIONS**

### ***Public comment***

None.

### ***Presentations***

Beth Scheid's birthday was noted, and chocolate was presented.

## **REPORTS OF COMMITTEES**

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

The Jamex vending unit has arrived for the public fax machine.

The few 30-minute meters in the library lot are inconvenient for patrons, particularly because our lot is frequently full. Deb contacted the City and was informed that the time period on the meters can be

changed at the library's discretion. It was the consensus of the Board to have the 30-minute meters changed to 5-hour meters.

### ***Technology***

The technology committee of Charlie, James, and Beth will do a complete rewrite the ***Technology Plan*** rather than trying to revise the current plan. James mentioned that the website ***Web Junction*** has useful resources. The next technology meeting will be scheduled for late January.

James stated his appreciation of the network changes and the revised network diagram.

Charlie reported that Bill DeJarnette is pursuing funding and a route for fiber to Lincoln Avenue in order to complete a connection to the former McLeod fiber. The library's connection to the City's current fiber with Insight Communications will be completed soon. Comcast, which replaces Insight, will be ready to discuss vendor services in January.

### ***Finance***

Budget revisions were presented to the Board with one correction. The materials processing line automatically adjusts by a formula, which needed correction to make the revenue and expense totals match. It was moved by Chris Scherer, seconded by Beth Scheid, and passed unanimously that the budget be approved as revised.

The Board asked staff to send a thank you note to the Champaign County Board and the Finance Chair for the increase in Archives funding.

### ***Policy***

After Board review of patron printer and photocopy prices and of the library cost for leasing and consumables, it was recommended that public prices remain the same. The Board suggested that the library explore the cost of purchasing recycled paper with the City. After discussion, it was the consensus of the Board to charge \$1.00 per page for domestic faxes and \$4.00 per page for international faxes. It was moved by Barb Gillespie, seconded by Jane Williams, and passed unanimously that the Photocopy Policy be approved as presented.

It was moved by Beth Scheid, seconded by Jane Williams, and passed unanimously that the Circulation Policy be approved as presented. James clarified that the significant policy changes were for DVDs and that the rest of the changes were just clean-up. It was the consensus of the Board that the Illinet Interlibrary Loan Policy be cited rather than added to the Circulation Policy as an appendix.

Deb reported that Lincoln Trail is offering a group purchase price for the State of Illinois Library Laws and questioned whether Board members wanted their own copies. The Board felt there was no reason to have personal copies.

### ***Education and Training***

No report.

### ***Long-Range Planning***

The library just received the LRC contract and the first draft of the patron survey. Multiple revisions to the survey questions are expected. The ad hoc committee will meet with department heads in mid-December to respond to the first draft. The meeting will be publicly posted so that all interested Board members may attend.

## **REPORTS OF LIAISON OFFICERS**

### ***Friends of the Library***

The Friends held their December meeting at Theryl Newland's house for a combination holiday party and meeting.

### ***The Urbana Free Library Foundation***

There will be no December meeting.

### ***Lincoln Trail Libraries System***

James reported that a Lincoln Trail technology committee has been organized to develop a strategic plan so that libraries exploring new technologies have a planning document by which they can consider their purchases within the context of other LTLS libraries. The committee also will explore whether Lincoln Trail should become a digital repository. The committee will look broadly at new technology rather than just exploring the next automation system or open source systems.

## **REPORTS OF ADMINISTRATIVE STAFF**

### ***Executive Director***

The library is planning to move its website hosting from Prairienet to 1 & 1.

### ***Associate Director***

No further report.

### ***Adult Services***

John reported that since Champaign Public Library closed yesterday there have been three patron inquiries as to where Champaign Public Library is moving.

### ***Children's Services***

No further report.

### ***Archives***

No further report.

### ***Circulation Services***

Dawn has put together a small map to help direct Champaign residents to the Douglas Branch to get their library cards.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

Umesh commented that while he was in Chicago he visited collaborative exhibits developed by public libraries, the Art Institute, and the Field Museum. The Board discussed the positive public response to art in the library and affirmed the value of this niche for the library within the City's larger gallery district initiative. Kathy is developing a brochure of the art in the library. Barb Gillespie raised the question of

displaying art from residents, but the Board decided to continue to use the library's gallery space for the three downtown galleries, allowing us the benefit of their expertise in choosing local artwork. James commented that museum and library collaboration is a good idea for grant funding. The next library expansion should include more open public spaces for exhibits and multiple public meeting rooms.

**ADJOURNMENT**

The meeting was adjourned at 8:30 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of December 11, 2007.