

**The Urbana Free Library Board of Trustees**  
**Minutes of a Regular Meeting**  
**Held on Tuesday, September 14, 2010**

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

Staff present: Becky Brown, Dawn Cassady, John Dunkelberger, 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 14, 2010. The meeting was called to order by the president, Mary Ellen Farrell, at 7:00 p.m.

It was moved by Chris Scherer, seconded by Barbara Gillespie, and passed unanimously that the consent agenda be approved as mailed.

#### **PETITIONS AND COMMUNICATIONS**

*Public comment*

None.

*Presentations*

None.

#### **REPORTS OF COMMITTEES**

*Building and Grounds*

No report.

*Technology*

The technology committee met on Wednesday, August 25, and completed revisions for the Technology Plan FY2010-FY2012. The intent is to update the plan each year, archiving the plan with notes documenting accomplished objectives and then adding new objectives for a revised three-year plan. The Board discussed the plan at the September meeting and forwarded it for approval at the October meeting.

*Finance*

No report.

*Policy*

The Board approved revisions to the Computer and Internet Use Policy presented by the policy committee. Deb informed the Board that the login trial was going smoothly in the computer lab.

It was moved by James Quisenberry, seconded by Diane Marlin, and passed unanimously to accept the revisions of the “Circulation and Interlibrary Loan” section of the policy manual pertaining to charges for interlibrary loan fees.

After discussion, it was moved by Diane Marlin, seconded by Beth Scheid, and passed unanimously to accept the revisions of the “Circulation and Interlibrary Loan” section of the policy manual pertaining to the suspension of borrowing privileges.

There was discussion about a new section for the health benefit policy outlining provisions for reimbursement of health care premiums for benefit-eligible staff who waive the library’s health care plan. The Board will vote on the new section at the October meeting.

There was discussion about the revisions to the Board Bylaws including mid-term officer vacancies, attendance at meetings, the consent agenda, and incorporating committee meeting minutes into the minutes of the regular monthly meetings. The Board deferred to the policy committee to complete the discussion and return recommendations to the full Board for action in October.

*Education and Training*

No report.

*Long-Range Planning*

No report.

**REPORTS OF LIAISON OFFICERS**

*Friends of the Library*

The Friends of the Library had another very successful August book sale.

*The Urbana Free Library Foundation*

No report.

***Lincoln Trail Libraries System***

There was discussion about filling the vacancy on the Lincoln Trail Board, which led to discussion about library Board vacancies.

Deb attended the Southern System merger meeting at LTLS on September 9. LTLS staff entertained questions from the many library directors present, but there were no concrete details about State expectations.

There was discussion about Champaign Public Library's new reciprocal borrowing limits.

**REPORTS OF ADMINISTRATIVE STAFF**

***Executive Director***

No further report.

***Associate Director***

No further report.

***Adult Services***

The application deadline for the Director of Adult Services is October 4.

***Children's Service***

Staff have finished phone interviews with seven candidates for the Director of Children's Services position. Three of the candidates will be invited for onsite interviews. Board members are welcome to come and meet them.

***Archives***

No further report.

***Circulation Services***

No further report.

**UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

Since the State expects no more than a few sentences to explain what the library is doing to become greener, Kathy will complete this response for the Per Capita grant “green plan” requirement.

Personnel policies also were reviewed for the Per Capita requirements, as well as the “Core Standards” chapter from *Serving our Public 2.0: Standards for Illinois Public Libraries*, 2009.

The Board identified five major objectives after reviewing *Serving our Public 2.0: Standards for Illinois Public Libraries*, 2009. These are: 1) rewrite the personnel policies, 2) update the long-range plan, 3) update the disaster plan, 4) hold a staff training on the disaster plan, and 5) update any policy that has not been amended within the past three years.

## **CLOSED SESSION**

It was moved by James Quisenberry, seconded by Diane Marlin, and passed by roll call vote that the meeting be moved to closed session to discuss personnel and property issues.

## **ADJOURNMENT**

The meeting was moved from closed session to open session and adjourned at 10:00 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of September 14, 2010.