

**The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, October 11, 2011**

Present: Mary Ellen Farrell, Barbara Gillespie, Beth Scheid, Chris Scherer, and Jane Williams

Absent: Scott Bennett, Anh Ha Ho, and Diane Marlin,

Staff present: Becky Brown, Dawn Cassady, Lora Fegley, Debra Lissak, Anke Voss, and Kathy Wicks

Also present: Corrie Proksa

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on October 11, 2011. The meeting was called to order by the president, Mary Ellen Farrell, at 7:38 p.m.

It was moved by Beth Scheid, seconded by Jane Williams, 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

No report.

Finance

No report.

Policy

After discussion, it was moved by Barbara Gillespie, seconded by Beth Scheid, and passed unanimously to require patrons to show a photo ID to obtain or renew a library card.

The Circulation and Interlibrary Loan Policy will be brought to the November Board meeting for revisions necessary to replace references to the former Lincoln Trail Libraries System and to accommodate changes required by the Polaris software.

Mel inquired whether the library will be putting out an FAQ on the new catalog. Staff are planning a bookmark sized hand out.

Education and Training

Mary Towner, Adult Services librarian, will be attending ILA next week.

Long-Range Planning

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

It was moved by Beth Scheid, seconded by Jane Williams, and passed unanimously to approve revisions to the Foundation By-laws as presented.

The Foundation has offered to fund a Drupal consultant to work on the library website.

The Foundation has asked to join the library Board at the regularly scheduled November 8 Board of Trustees meeting. They wish to discuss long term priorities and property acquisitions. The two Boards will review the *Second Cooperative Agreement Urbana Free Library Expansion*. The November 8 Library Board meeting will start at 7:00 p.m. The Foundation Board will join the discussion under New Business.

Illinois Heartland Library System

IHLS announced that they are considering two automation systems, SirsiDynix Symphony and Polaris. They will start demonstrations in November.

Deb reported on the LINC Policy Council meeting, which she and Dawn Cassady attended on September 28.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

No further report.

Associate Director

No further report.

Adult Services

No further report.

Children's Service

No further report.

Archives

The Board was impressed with Anke's report that the NBC News' Today Show borrowed an Archives film for their show.

Circulation Services

No further report.

UNFINISHED BUSINESS

Deb is optimistic about the coffee shop. Progress is being made with products, suppliers, and ordering patterns. Kathy and Maggie are beginning to work on promotional ideas. The Friends are happy with the book sales. Deb has been working on spread sheets to simplify the accounting process.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 8:38 p.m.

Becky Brown
Recording Secretary

Supplementary information and department reports are available in the Board packet of October 11, 2011.