

The Urbana Free Library Board of Trustees
Minutes of a Regular Meeting
Held on Tuesday, December 13, 2011

Present: Scott Bennett, Mary Ellen Farrell, Barbara Gillespie, Anh Ha Ho, Eric Jakobsson, Beth Scheid, Chris Scherer, and Jane Williams

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

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on December 13, 2011. 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 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

It was moved by Chris Scherer, seconded by Barbara Gillespie, and passed unanimously to accept the budget revisions as presented.

While acknowledging that the 80/20 health insurance plan is the library's standard plan, it was moved by Barbara Gillespie, seconded by Eric Jakobsson, and passed unanimously to pay the difference between the 80/20 standard health insurance plan and the premier health insurance

plan for staff for the 2012 calendar year. It was the consensus of the Board that salaried staff should attend a mandatory meeting explaining health insurance trends and future outlooks.

Policy

No report.

Education and Training

No report.

Long-Range Planning

No report.

REPORTS OF LIAISON OFFICERS

Friends of the Library

No report.

The Urbana Free Library Foundation

No report.

Illinois Heartland Library System

There was question about whether the library would have a liaison to the IHLS Board as in the past with the Lincoln Trail board. The IHLS Board has already been elected; no one from Urbana was a candidate. Deb will watch the websites of both IHLS and the Illinois State Library and will report to the Board important information.

REPORTS OF ADMINISTRATIVE STAFF

Executive Director

Because of the automation change, the department heads did not have time to write November reports. Each department head gave a verbal report to the Board.

Associate Director

Kathy reported that she was responsible for the PAC part of the new Polaris system. With the help of several staff members, the conversion went smoothly.

Adult Services

Anne reported that the past weekend had been busy answering calls about an email inadvertently sent by Polaris informing patrons of impending collection agency doom. She felt

that most patrons trying the Polaris system were pleased with it. The main difficulty Adult Reference has found is placing interlibrary loans.

Children's Service

Lora reported that staff and patrons of Children's Services all seem to like Polaris. Finding the time to train substitute librarians on Polaris was difficult, but has been accomplished.

Archives

Anke reported that Eric Fair and two volunteer GSLIS students have been busy preparing Local History Online and the Archives map collection for transfer to Fusion.

Circulation Services

Dawn reported that the move to Polaris has been very challenging, but that patrons seem to like the new system. Staff are optimistic that Polaris will be a much better system than Horizon once the problems are resolved. Circulation staff have been great about putting in extra hours. Communication with Polaris has been disappointing.

UNFINISHED BUSINESS

Deb summarized the automation update by commending staff for doing a wonderful job. There has been camaraderie among staff, with people working together to make it all happen. Barbara Gillespie was impressed by the division of labor and the effort staff have made to "pull it off."

Deb reported that the cafe continues to do relatively well. Meijer gave the library a \$500 gift card to help with the purchase of items that rarely go on sale. Evening business is still very slow, so the library is trying a discount on evening drinks and getting out the word that all drinks can be made as decaf. Two shelvers are being crossed-trained to work at the cafe. A laptop will be allocated for use at the cafe to help find ways to make the staff time more productive during slow sales times.

NEW BUSINESS

None.

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 13, 2011.