

**The Urbana Free Library Board of Trustees  
Minutes of a Regular Meeting  
Held on Tuesday, October 9, 2012**

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

Absent: Mark Netter

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

Also present: Julianne Breck, Kelsey Graham, Alvin Stockdale, Adrienne Wagner, Shannon Yang, Elizabeth York

The Urbana Free Library Board of Trustees met in the Archives of The Urbana Free Library on October 9, 2012. The meeting was called to order by the president, Mary Ellen Farrell, at 7:33 p.m.

It was moved by Anna Merritt, seconded by Scott Bennett, and passed unanimously that the consent agenda be approved as mailed.

## **PETITIONS AND COMMUNICATIONS**

### *Public comment*

Six members of the University of Illinois GSLIS "Administration and Management of Libraries and Information Centers" class attended the meeting to fulfill a class requirement.

### *Presentations*

None.

## **ITEMS FOR ACTION OR DISCUSSION**

### *Building and Grounds*

During the computer lab remodeling, brass donor lettering was removed in order to repaint the walls. The Board agreed to replace the brass letters on a substrate that mimics the granite wall plaques. This solution makes it easier to paint walls or to re-locate donor recognition within the space. The substrate will be used in the future when lettering is removed for physical operations.

### *Technology*

None.

*Finance*

None.

*Policy*

The Board discussed several policy changes proposed for the second floor computer lab including restrictions on cell phone use and restrictions for parents with small children. Because the environment in the lab seems much improved since the lab rearrangement, the Board chose to delay these decisions pending further staff report. The Board preferred to leave the existing policies which are more flexible in application and rely on staff judgment of the disruption.

It was the consensus of the Board that staff should proceed with the plan to circulate e-readers with loaded content and the plan to use laptops or tablets for patron use in the library.

*Education and Training*

None.

*Long-Range Planning*

It was moved by Chris Scherer, seconded by Jane Williams, and passed unanimously to accept the proposal from consultant Sandra Nelson to facilitate Phase I and Phase II of the Strategic Planning process. There was discussion about timelines, constituencies, and possible constituency representatives.

**REPORTS OF LIAISON OFFICERS**

*Friends of the Library*

No further report.

*The Urbana Free Library Foundation*

No further report.

*Illinois Heartland Library System*

No further report.

**REPORTS OF ADMINISTRATIVE STAFF**

*Executive Director*

The PUG conference was very useful. There are several interesting add-on products that staff would like to explore further. One of the next big expenses for the library will be RFID.

*Associate Director*

No further report.

*Adult Services*

No further report.

*Children's Service*

No further report.

*Archives*

No further report.

*Circulation Services*

No further report.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURNMENT**

The meeting was adjourned at 9:20 p.m.

Becky Brown  
Recording Secretary

Supplementary information and department reports are available in the Board packet of October 9, 2012.