

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, APRIL 11, 2000

Present: Mary Ellen Farrell, William Golden, Margot Jerrard, Robert McCandless, Chris Scherer, Michael Stevenson, and Jane Williams.

Absent: Kermit Harden.

Staff present: Debra Booth, Jean Koch, Barbara Lintner, Fred Schlipf, Phyllis Max Spiro and Lynn Ward.

Also present: Edward Enders, Peggy Henderson, Laura Huth, Carolyn Kearns, Greg Kline, Hiram Paley, Esther Patt, Simon Rozensweig, Susan Stone, and Ruth Wyman.

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on April 11, 2000. The meeting was called to order by the President, Michael Stevenson, at 7:39 p.m.

It was moved by Margot Jerrard, seconded by Robert McCandless, and passed unanimously that the minutes of the regular Board Meeting of March 14, 2000, be approved as mailed.

It was moved by William Golden, seconded by Jane Williams, and passed unanimously that the following bills be approved retrospectively for payment:

March 15, 2000 – General Fund, \$107,494.96; Trust Fund, \$629.11; Document Center Fund, \$144.00; Publications Fund, \$260.92; Grant Fund, \$1967.35.

March 29, 2000 – General Fund, \$110,940.62; Trust Fund, \$315.13; Document Center Fund, \$64.72; Publications Fund, \$189.37; Grant Fund, \$1458.12.

COMMITTEE REPORTS

Long Range Planning Committee

Since local citizens and members of the City Council were present due to an interest in library expansion, Michael Stevenson altered the agenda to place the Long-Range Planning Committee report first.

The Board reviewed an outline program for the Library based on the addition of 10,750 square feet to the space described in the Technical Report. This program was based on the City's proposal that the City increase its part of the funding from \$3.75 to \$4.50 million, and that the Foundation also increase its goal.

In order to determine the cost of a building of this size, the staff need to have more information from the architects about the cost of stretching the new west addition. The Foundation will also have to review the idea of increasing its fundraising goal.

The staff feel that the 10,750-square-foot increase will result in a usable plan, although it represents a 15 percent cut in assignable space from the Board's February plan.

By expanding the building by 10,750 square feet, the library can:

- ?? Move the Acquisitions Department and Graphic Arts room to the second floor, providing substantially increased space for the Archives in both the main library and the Winkelmann Building.
- ?? Provide good space for the full Adult Department book collection. The building described in the *Technical Report* would have required substantial reductions in collection size.
- ?? Increase Children's Department space to allow substantial growth in both collection and seating.

The Winkelmann Building will continue to be used in this plan.

It was moved by Chris Scherer, seconded by Margot Jerrard, and passed unanimously that the Board ask the Foundation to increase its goal from \$1 million to \$2 million, to provide funds necessary to increase the planned library by at least 10,750 square feet.

Automation

No report.

Building and Grounds

One of the Library's two air conditioning compressors was scheduled to be replaced the day after the meeting. It had exceeded its normal life of 20 years and had worn out. Replacing the compressor will cost \$9950.00. The other compressor threw a rod several years ago and was replaced under the terms of the Library's maintenance contract with Johnson Control.

Education and Training

No report.

Finance

The Board reviewed a proposed 2000/2001 budget, developed by the staff after meeting with the Finance Committee of the Board. The City has requested that the budget include no increases in FTE staff, and the budget reflected this request.

The need for new staff remains strong, however. The Library needs at least 1.5 FTE additional professional staff to handle current workloads, including .5 to .75 FTE in the Adult Department, .5 FTE in the Children's Department, and .5 FTE in Acquisitions.

The budget request to the City also notes that the Library will be faced with a major automated system upgrade or migration, probably within the two years, at a cost of at least \$50,000. The Library has brought this point up in prior years, and the City has indicated it prefers to pay for the conversion when the time arrives rather than to set funds aside each year.

The University will increase its impaction aid to the Urbana School District by 15 percent, and the District's transfer of University funds to the Library will increase accordingly, from \$30,000 to \$34,500 annually.

It was moved by William Golden, seconded by Robert McCandless, and passed unanimously that the proposed 2000/2001 General Fund budget be adopted.

Friends of The Urbana Free Library

The Friends annual meeting will be April 18, 2000.

Linda Lorenz will chair the book sale.

Lincoln Trail Libraries System

The Board discussed LTLS automation costs. Board members had no problem with the formula used to assign costs to member libraries, but they wanted to know the origins of the sum being divided.

It was moved by Mary Ellen Farrell, seconded by Chris Scherer, and passed unanimously that the Library staff request on behalf of the Board, documentation for the bottom line number in the Lincoln Trail annual automation bill.

Policy

At a prior meeting, the Board increased the Library's debt collection fee from \$5.00 to \$10.00, in anticipation of a number of libraries participating jointly in the use of an online debt collection module that requires a standard fee. At this time, it appears that The Urbana Free Library may be the only library using the module, but it was the consensus of the Board that Urbana should keep its fee at \$10.00 on the assumption that other member libraries may eventually wish to join.

Trustee Reports

The Foundation has raised a total of over \$400,000.

The Foundation Board has postponed the search for a fundraising administrator until an agreement on the expansion project has reached.

The next meeting of the Foundation will be on April 25.

ADMINISTRATIVE REPORTS

Executive Director

The demonstration district referendum did not pass, but did receive 41.5 percent of the votes. Another try could be successful. It can be tried again in November by reworking the question and changing boundaries, or the same question could be placed on the ballot in the spring of 2001.

The 23rd annual Urbana Model Railroad Show—which is sponsored by the Midwest Central Railroad Club, Lincoln Square, Lincoln Square, and the Library—took place the last weekend of March.

Fred Schlipf and John Moorman, Director of the Decatur Public Library, gave an illustrated talk entitled “(Un)desiderata: 27 Snappy Rules for Good and Evil in Library Architecture” at the Public Library Association’s national conference in Charlotte, North Carolina. About 650 people attended the talk.

The evening before the model railroad show, the Library hosted a talk on railroad photography by J. Parker Lamb on railway photography. It was heavily attended.

The Library will remain open late for income tax service on Sunday and Monday, April 16 and 17. It will be open until 8:00 p.m. on Sunday and 11:00 on Monday.

Adult Department

The teen grant activities are underway at Urbana Middle School. The website where teens can post their book reviews is in operation. Teachers are very enthusiastic, and the comments have been excellent.

Library staff members were present at the Home Show, as well as at the schools during teacher conferences.

Fred Schlipf thanked Debra Booth for taking on so much extra work while he was working on building issues.

Children's Department

A total of 707 people attended 22 children’s programs this month.

Teachers placed 292 books on hold.

Kate McDowell did a program on websites for children.

The *News-Gazette* published a photograph of children from Wiley School being chauffeured to the Library in limousines. The Library had (among other things) McDonald’s meals waiting for them. This was the culmination of a PTA-sponsored reading program for children in kindergarten through second grade.

This Month at Urbana Schools has a photo of Lynn Ward and Bertha Kent manning a table at a Dr. Seuss family reading night.

Special Collections

The Archives co-sponsored the Champaign County Genealogical Society spring conference at Jumer’s on Saturday, April 8. The main topic was “Genealogy and the Internet.” Over 100 people attended.

UNFINISHED BUSINESS

No report.

NEW BUSINESS

No report.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 9:20 p.m.

Phyllis Max Spiro,
Recording Secretary