

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A LONG-RANGE PLANNING COMMITTEE MEETING HELD ON TUESDAY, JUNE 13, 2000

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

Absent: Beth Scheid and Michael Stevenson.

Staff present: Elaine Bearden, Debra Booth, Jean Koch, Fred Schlipf, and Phyllis Max Spiro.

The Urbana Free Library Board of Trustees met as the Long-Range Planning Committee-a committee of the whole-in the Archives of The Urbana Free Library on June 13, 2000. The meeting was called to order by the Secretary/Treasurer Kermit Harden at 6:00 p.m.

The committee met to complete its review of the Library's accomplishments under the 1989 **Long-Range Plan**, and to determine objectives for the 2000 **Long-Range Plan**.

Because the size of the expanded Library has now been determined, the **Plan** objectives relating to structural issues-such as collection size, seating, and so on-can be revised to bring them into agreement with the **Building Program**.

GOAL P: FINANCES.

P-1. Locate new sources of Archives funding. It was decided that, though funding is difficult to find, this will remain a high priority.

P-2 Explore additional sources of funding. The Board agreed that the best way to increase private sources of general library funding is through the Foundation. On the basis of previous experimentation, they rejected in general principle adding new user fees. The objective of eventually contracting to provide service to areas outside the City will be maintained. The objective of providing gift envelopes in funeral homes will be eliminated. The objective of distributing information to lawyers on legacies to the Library is now an objective for the Foundation.

P-3 Locate funds to underwrite Library expansion. This is being done by the Foundation, but it will remain a high-priority, 2-year Library objective.

P-4 Try to find a solution to the problem of non-resident fees. This objective will be changed to one of providing service by intergovernmental contract to areas outside the City limits, particularly to the remainder of Urbana School District #116.

P-5 Locate additional grant funding. This will be a continuing, high-priority objective.

P-6 Establish endowment funds under a separate government entity. This is being done by the Foundation and will be a continuing objective.

P-7 Create an equipment replacement fund in the budget. This is important to both the Board and to the City administration. Creating the replacement fund for equipment will become a high priority, short-term objective. Creating a fund for replacing components of the building will become a 5-year objective, since it cannot be prepared until the building expansion is completed.

P-8 Cost-benefit analysis of System participation. This objective will be eliminated.

GOAL Q: GENERAL ADMINISTRATION

Q-1 Complete a Policy Manual. This will remain an objective. The Library's **Policy Manual is** extensive, and key portions are continually revised, but a few sections have never been written.

- Q-2** Write an introductory *Staff Handbook* for new staff members. This has been done. The objective will be altered to specify the continuance and periodic upgrading of the *Handbook*.
- Q-3** Complete a *Staff Manual* covering all basic aspects of Library operations. This objective will be converted to the maintenance of departmental manuals as needed.
- Q-4** Prepare an orientation program for new Council, Board and Staff members. This objective will become one of continuing an orientation program.
- Q-5** Consider a Library-specific affirmative action plan. A number of years ago the Library Board decided to use the City's policy. This objective will therefore be eliminated.
- Q-6** Carry out a comparative salary study. This has been done since the *Long-Range Plan* was written in 1989, but studies need to be conducted every few years. The objective will be converted to one calling for periodic salary studies.
- Q-7** Study how low job turnover and consequent limited promotional opportunities affect employee job satisfaction. This objective will be eliminated.

GOAL R: VOLUNTEERS

All of the objectives in this section will remain unchanged.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 7:22 p.m.

Phyllis Max Spiro,
Recording Secretary

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JUNE 13, 2000

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

Absent: Beth Scheid and Michael Stevenson.

Staff present: Debra Booth, Jean Koch, Fred Schlipf, and Phyllis Max Spiro.

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on June 13, 2000. The meeting was called to order by the Secretary/Treasurer, Kermit Harden, at 7:28 p.m.

It was moved by Chris Scherer, seconded by Robert McCandless, and passed unanimously that the minutes of the regular Board Meeting of May 9, 2000, be approved as mailed.

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

May 10, 2000 - General Fund, \$112,644.81 Trust Fund, \$451.91; Publications Fund, \$137.00; Grant Fund, \$1,727.12.

May 24, 2000 - General Fund, \$119,459.49; Trust Fund, \$708.09; Publications Fund, \$134.88; Grant Fund, \$2,314.07.

June 7, 2000 - General Fund, \$119,609.88; Trust Fund, \$1,303.73; Document Center Fund, \$194.00; Publications Fund, \$97.3 1; Grant Fund, \$2,954.48.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

The main elevator valve has been replaced.

The Library will do some carpeting patching where it is most needed. In addition, Fred Schlipf and Ryan Adkins, head custodian, are selecting some areas for repainting and other minor repairs.

Education and Training

No report.

Finance

The final 1999/2000 budget revisions were presented to the Board. These are done each June to bring the budget into line with actual expenditures. It was moved by William Golden, seconded by Mel Farrell, and passed unanimously that the June budget revisions be adopted.

The Board noted that the City has added \$50,000 to their 2000/2001 budget for a possible Dynix upgrade in the 2000/2001 fiscal year.

Friends of The Urbana Free Library

The Friends' spring book sale netted about \$6300.00, one of the largest amounts ever raised.

Linda Lorenz, who chaired the spring book sale, will chair the fall book sale as well.

Rob Janes donated \$5,000 to the Friends in memory of his father, Adrian Janes. The Friends donated the money to the Foundation to be used for building expansion.

The ex-secretary of the Friends, Andrew Hyman has donated \$500 to the Foundation.

Lincoln Trail Libraries System

No report.

Long Range Planning Committee

The Committee met immediately prior to this meeting.

Policy

No report.

Trustee Reports

The Foundation interviewed two candidates for the job of fundraising administrator and hired Gerri Kirchner. She will work as a consultant rather than as a library employee.

Lincoln Square has donated the former "Record Service" space for use as a Foundation office for the next two years.

The Foundation elected officers for next year. They include President Rupert Evans, Vice-President Tim Durst (who will serve as president three to four months a year when Rupert Evans is out of town), and Secretary Kermit Harden.

Two members of the Foundation-Jeannie Bems and Glen Paine-have had to resign. Two new members-Margaret Frampton and Elizabeth Czys-will replace them. Elizabeth Czys will replace Glen Paine as Treasurer.

The Board reviewed the Library's progress on the core objectives and supplementary objectives in chapters 11 and V of *Serving Our Public: Standards for Illinois Public Libraries*.

ADMINISTRATIVE REPORTS

Executive Director

Three of the Library's children's librarian's developed a skit they presented in all local grade schools, to encourage children to join the Library's summer reading program. The skit included the three dressed as frogs and included a variety of original songs.

Fred Schlipf and Jerry Goff, past president of the library board, attended the Book Expo America (formerly American Booksellers Association) trade show in Chicago.

Kate McDowell and Carol Inskip, two librarians on the Children's Department staff, received special honors at the Library School graduation.

Howard Grueneberg has had surgery and is resting comfortably at home.

Fred Schlipf and John Dunkelberger are teaching courses at the library school this summer.

Adult Department

Ninety-four young adults are registered for the summer reading program.

Children's Department

A total of 546 children are registered for the summer reading program.

Special Collections

The Archives has purchase a new scanner and printer, as well as 7 five-drawer filing cabinets.

A trial database with 1100 records has been set up through Prairienet. The website is available through urbanafreelibrary.org.

UNFINISHED BUSINESS

No report.

NEWBUSINESS

No report.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned 8:25 pm.

Phyllis Spiro
Recording Secretary