

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, AUGUST 8, 2000

Present: William Golden, Kermit Harden, Chris Scherer, Charlie Smyth, Michael Stevenson, and Jane Williams.

Absent: Mary Ellen Farrell, Robert McCandless, and Beth Scheid.

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

Also present: Peggy Henderson.

The Urbana Free **Library Board** of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on August 8, 2000. The meeting was called to order by the President, Michael Stevenson, at 7:31 p.m.

It was moved by William Golden, seconded by Chris Scherer and passed unanimously that the minutes of the regular Board Meeting of July 11, 2000, be approved as mailed.

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

July 5, 2000 - General Fund, \$132,119.53; Trust Fund, \$754.40; Documents Center Fund, \$50.00; Publication Fund, \$32.77; Grant Fund, \$268.94.

July 19, 2000 - General Fund, \$106,320.38; Trust Fund, \$470.25; Publication Fund, \$140.14; Grant Fund, \$426.25.

Michael Stevenson introduced the new Board member, Charlie Smyth.

### *COMMITTEE REPORTS*

#### *Automation*

No report.

#### *Building and Grounds*

Fred Schlipf noted that the building is looking a bit shabby. He suggested to the board that the staff arrange for minor painting and carpet patching, but avoid major expenditures because full renovation is only three years away.

#### *Education and Training*

No report.

#### *Finance*

The Library staff is writing final reports for several grants. They are also applying for one new grant for educating senior users in the use of online catalogs and resources. The funds would come from the Illinois State Library and are limited to \$30,000.

#### *Friends of The Urbana Free Library*

The fall book sale will take place September 21 through 24.

*Lincoln Trail Libraries System*

No report.

*Long Range Planning Committee*

The **October 10 Board** meeting will be preceded by a Long Range Planning Committee meeting to discuss a draft of the plan.

**Policy**

No report.

*Trustee Reports*

Gerri Kirchner, the Fundraising Administrator, attended the Foundation Board meeting. She discussed plans for the office grand opening and reception tentatively scheduled for September 6 at 10:30 a.m.

The Foundations received a pledge of \$100,000, bringing the total of money raised to over half a million dollars.

Fred Schlipft and Joan Hood have been working on a list of naming opportunities for donors.

The architects will not begin schematic design work until the Foundation Board has a better idea of how much money can be raised for the project.

*ADMINISTRATIVE REPOR TS*

*Executive Director*

The annual statistics were distributed at this meeting. Library usage, circulation and interlibrary loan are all up. Interlibrary loan is soaring. Most interlibrary loans come from Illinois libraries and are relatively easy to handle, but out-of-state loans are almost always accompanied by charges, in addition to the Urbana Library's cost for postage and handling. Because the fees are often billed long after the loan transaction, the Library consequently charges a standard \$10.00 for out-of-state interlibrary loan.

The staff are continuing to weed the collection to alleviate the overcrowding of shelves. The number of reference questions asked has skyrocketed, and the demand on staff is overwhelming. The Library was represented at both the Farmer's Market and the Low Vision Fair. John Dunkelberger taught a reference course at the Library school this summer, and Kate McDowell will teach a children's literature course this fall.

*AdultDepartment*

The staff attended school registrations in Urbana. At the Middle School, 99 people signed up for cards. The Young Adult Summer Reading Program was very well received. A total of 173 students signed up for the program. This year the program used a "bingo" card with kids having to read books to complete six books in a row for bingo. Sixty kids completed the task and 5 or 6 kids actually read an entire card's worth of books.

*Children's Department*

A total of 823 children registered for the summer reading program. All summer programs have been very well attended. Teacher loans from day cares have also been high this summer.

The Children's Department has a partnership with WILL. The program is called, *Ready to Learn*.

*Special Collections*

Several staff attended regional conferences in July.

*UNFINISHED BUSINESS*

No report.

*NEWBUSINESS*

No report.

*ADJOURNMENT*

Upon motion duly made and seconded, the meeting was adjourned at 8:26 p.

Phyllis Max Spiro,  
Recording Secretary