

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, SEPTEMBER 12, 2000

Present: Mary Ellen Farrell, William Golden, Kermit Harden, Robert McCandless, Chris Scherer, Charlie Smyth, Michael Stevenson, and Jane Williams

Absent: Beth Scheid

Staff present: Debra Booth, Jean Koch, and Fred Schlipf

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 September 12, 2000. The meeting was called to order by the President, Michael Stevenson, at 7:34 p.m.

It was moved by Kermit Harden, seconded by Robert McCandless, and passed unanimously that the minutes of the regular Board meeting of August 8, 2000, be approved as mailed.

It was moved by Robert McCandless, seconded by Chris Scherer, and passed unanimously that the following bills be approved retrospectively for payment:

August 16, 2000 – General Fund, \$116,271.75; Trust Fund, \$888.79; Publications Fund, \$327.19; Grant Fund, \$1,045.46.

August 30, 2000 – General Fund, \$116,641.37; Trust Fund, \$1,766.24; Documents Center Fund, \$50.00; Publications Fund, \$251.21, Grant Fund, \$6,843.78.

### ***COMMITTEE REPORTS***

#### ***Automation***

The Board discussed the possible timing of the next major upgrade or migration at Lincoln Trail.

#### ***Building and Grounds***

The carpets in the building will need cleaning and mending. The carpet menders have never returned calls and the cleaners are having a difficult time setting up a time since the carpets need to dry before they are walked on.

#### ***Education and Training***

Mary Ellen Farrell chairs this committee, which also includes William Golden.

Both Lincoln Trail and the Illinois State Library do mailings about items of interest to trustee members. There is also news on the Lincoln Trail website.

### ***Finance***

The City Comptroller presented a list of total expenditures in unbudgeted areas outside the General Fund budget for the 1999-2000 fiscal year. It was moved by Kermit Harden, seconded by William Golden, and passed unanimously that these amounts be approved.

Charlie Smyth has been placed on this committee.

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

Chris Scherer has been asked to be the trustee liaison to the Friends.

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

### ***Lincoln Trail Libraries System***

Mike Stevenson will be the Board's liaison to Lincoln Trail.

### ***Long Range Planning Committee***

A Long Range Planning meeting to discuss a draft of the ***Long-Range Plan*** will precede the October 10 board meeting.

### ***Policy***

The policy committee will consist of William Golden, Kermit Harden, and Jane Williams.

The members of the Board reviewed Internet access policies for public workstations. They decided to eliminate the use of chat rooms and to require users to use workstations in departments suitable to their age group, and to give users some advance warning.

It was moved by Kermit Harden, seconded by Robert McCandless, and passed unanimously that these changes be adopted.

The Library has permanently banned four children from two families from the library, unless a parent brings one child to the Library at a time and accompanies the child during the entire visit.

At the same time the Library staff were disciplining the four children, two staff bicycles were vandalized. The Board confirmed that it was appropriate to the Library to reimburse staff members for uninsured repair costs under circumstances of retaliation for necessary discipline.

### ***Trustee Reports***

The Foundation office will open after all chairpersons have been designated. There will be a ribbon cutting at the grand opening, probably in late October.

The Library staff and Foundation steering committee have prepared a list of major naming opportunities.

The Foundation would like to get pledges from all Board and Foundation Board members within the week.

The architects are creating a rendering of the \$6.8 million building.

### ***ADMINISTRATIVE REPORTS***

#### ***Executive Director***

Fred Schlipf offered to set up a one-day bus trip to Chicago to view other libraries if members of the Board are interested. It will cost about \$800 to rent a comfortable bus. Because of the available seats, members of the Foundation board and Library staff could attend as well, for a possible group of perhaps 25.

The Library's Graphic Artist, Connie Leverich, is retiring. During her 12 years at the Library she has completely changed the appearance of the building of Library publications, and she will be missed very much.

#### ***Adult Department***

The Adult Department staff continues to weed the collection when time permits.

#### ***Children's Department***

No report.

#### ***Special Collections***

The Archives is experiencing some staffing shortages due to vacations.

### ***UNFINISHED BUSINESS***

No report.

### ***NEW BUSINESS***

The Board discussed adding scheduled maintenance and equipment replacement funds to the budget. It was the consensus of the members that this should be done for the new building, and where possible for the current building.

### ***ADJOURNMENT***

Upon motion duly made and seconded, the meeting was adjourned at 9:00 p.m.

Phyllis Max Spiro,  
Recording Secretary