

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JULY 10, 2001

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

Absent: Beth Scheid and Odell Warren.

Staff present: Deb Booth, Barbara Lintner, Fred Schlipf, and Phyllis Max Spiro.

Also present: Jane Cronkite, practicum student.

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on July 10, 2001. The meeting was called to order by the President, Michael Stevenson at 7:31 p.m.

It was moved by William Golden, seconded by Charlie Smyth, and passed unanimously that the minutes of the June 12 meeting 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:

June 20, 2001 – General Fund, \$134,992.01; Trust Fund, \$2,293.86; Documents Fund, \$187.31; Publications Fund, \$174.61; Grant Fund, \$5,038.75.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

Michael Stevenson appointed Charlie Smyth Chairman of the Buildings and Grounds Committee, replacing Robert McCandless, who is no longer a member of the board. Michael Stevenson will serve as a member of the committee.

The front steps have become uneven over the years, and one shifted suddenly the weekend before the board meeting. Because it would be very expensive to totally rebuild the steps, the library's architects have asked a local stonemason to estimate the cost of a less permanent solution.

Education and Training

No report.

Finance

The final budget revisions for the 2000/2001 fiscal year will be brought to the Board after the audit, which takes place in August.

Debra Booth is revising the 2001/2002 budget to include the extra staff money provided by the City. After the new staff members are hired and exact costs are known, copies of proposed revisions of the budget will be distributed to the Board for their approval.

Friends of The Urbana Free Library

The Fall book sale will be October 4 through 7. The books are being donated at a dizzying rate and are being stacked everywhere.

Lincoln Trail Libraries System

No report.

Long Range Planning Committee

No report.

Policy

No report.

TRUSTEE REPORTS

This has been a slow time for donations for library expansion, probably due to people being out of town on vacation.

Lists are being created now of donors who might give between \$1,000 and \$10,000.

The total pledged is now over \$1.3 million.

Twelve people have been recruited to call on businesses and service clubs.

The Lincoln Square campaign office has moved to new space by the north entrance. Lincoln Square continues to provide the space at no cost to the Foundation.

The fundraising event featuring Roger Ebert will take place October 13. The title of his talk is, "Saturday Afternoons with Miss Fisk."

ADMINISTRATIVE REPORTS

Executive Director

The Foundation is discussing talking to the University about returning the Finfrocks' Lincoln letter to the Library.

The annual bus trip of Fred Schlipf's library architecture class will take place on July 25 and 26. Anyone interested in going along should let him know.

The Head of Acquisitions has resigned her position, and the staff will begin an employment search soon.

Elaine Hershberger has been hired to fill the half-time salaried cataloger position. Elaine has been employed by the Library for over 30 years as associate director, cataloger, and reference librarian.

The position of the young adult reference librarian is not yet filled. Interviews are being conducted now.

Adult Department

The seniors grant has been so successful that more computer training sessions have been planned for July and August.

The Library has begun to deliver books to the retirement centers. This is a direct result of teaching seniors at the centers to use Dynix and place holds on the materials themselves.

There are 127 people registered in the Young Adult Summer Reading Program.

Due to the ever-worsening space crunch, the audiovisual and video selection books have been extended along the entire west balustrade of the main floor of the Library.

The Children's Department has had to move books to the tops of many shelves. This causes a problem because the books are so high that many young readers cannot reach them.

The board discussed the continuation of grant-funded services after grant funds expire.

Children's Department

The Children's Department is working with U of I Extension to create a parenting website. The grant for this work was provided by Lincoln Trail.

There are 564 children presently enrolled in the summer reading program. That is about the same number as last year.

Special Collections

No report.

UNFINISHED BUSINESS

No report.

NEW BUSINESS

Fred Schlipf will meet with the architects to discuss changes in the building program. When the modifications have been made, the new program will be distributed to the Board.

There will be a meeting at the city building from 4:00 to 5:30 on July 19 concerning environmental issues in the building program.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 8:20 p.m.

A handwritten signature in cursive script, reading "Phyllis Max Spiro". The signature is written in black ink and is positioned to the right of the text "Upon motion duly made and seconded, the meeting was adjourned at 8:20 p.m.".

Phyllis Max Spiro, Recording Secretary