

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, DECEMBER 11, 2001

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

Absent: Mary Ellen Farrell and Beth Scheid.

Staff present: 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 December 11, 2001. The meeting was called to order by the President Michael Stevenson at 7:30 p.m.

It was moved by Kermit Harden, seconded by William Golden, and passed unanimously that the minutes of the November 13 meeting be approved as mailed.

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

November 21, 2001 – General Fund, \$113,265.63; Trust Fund, \$1,244.69; Publications Fund, \$281.67; Grant Fund, \$1,100.00.

December 5, 2001 – General Fund, \$125,599.29; Trust Fund, \$535.73; Documents Fund, \$73.22; Publications Fund, \$2,852.19.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

Charlie Smyth and Michael Stevenson will reschedule their meeting with Fred Schlipf to tour and review the Library building.

Education and Training

No report.

Finance

The December budget revisions were distributed to the Board. It was moved by Kermit Harden, seconded by William Golden, and passed unanimously that the December budget revisions be adopted.

The Board discussed how to handle the printing of documents by the public. As of now, any patron can print 10 pages free daily. After the Library's renovation, debit cards for printing will be explored.

Friends of The Urbana Free Library

The spring book sale will take place April 18-21.

Lincoln Trail Libraries System

No report.

Long Range Planning

No report.

Policy

In order to receive an Illinois State Library construction grant, a library must honor out of system Illinois public library cards.

It was moved by Kermit Harden, seconded by Charlie Smyth, and passed unanimously that such library cards would be honored.

The details of how this policy would be implemented are to be worked out by the staff.

TRUSTEE REPORTS

The Foundation has raised nearly \$1.9 million.

A mailing to all Urbana patron library cardholders was just completed. In all 11,997 pieces were sent. This was a huge undertaking. Many volunteers met for several days to stuff and seal the envelopes and add stamps. Library staff added the address labels.

The Board discussed the possibility of sending a mailing to those people who are Archives users but live out of town.

The business campaign is still in full swing with volunteers still calling local businesses.

A video of Roger Ebert's talk at the Foundation's fundraising "Evening with Roger Ebert" is now available for loan at the Library.

Copies of the tape are also available for sale. The full 80-minute tape costs \$20.00, while an edited, 30-minute version is available for \$15.00.

ADMINISTRATIVE REPORTS

Executive Director

The hearings for Illinois State Library construction grants took place at the end of November. The construction subcommittee of the Illinois State Library Advisory Committee recommended that The Urbana Free Library's grant proposal be funded. The grant still needs to be approved by the Illinois State Library Advisory Committee and the Secretary of State before it is officially awarded.

Laurie Goscha of Isaksen-Glerum provided invaluable help in pulling together the grant proposal.

Professional estimators are preparing a revised estimate of construction costs for Isaksen-Glerum. It should be ready in mid-December. Isaksen-Glerum is also developing cost estimates for those items in the original expansion plans that had to be eliminated.

Copies of the current Library expansion floor plans were distributed.

Isaksen-Glerum have solved some serious design problems that took space away from important library functions. However, as the expanded library is currently planned, space will still be tight

Copies of all the monthly statistical reports to date for the 2001/2002 fiscal year were distributed. The statistics were held back to allow staff time to modify the reporting system. New statistical categories include in-house use of electronic access facilities, plus contacts with the Library's web site.

Adult Department

No report.

Children's Department

No report.

Special Collections

No report.

UNFINISHED BUSINESS

No report.

NEW BUSINESS

No report.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 8:17 p.m.

Phyllis Max Spiro, Recording Secretary