

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MARCH 12, 2002

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

Absent: Mary Ellen Farrell and William Golden.

Staff present: Debra Booth, Jean Koch, Barbara Lintner, 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 March 12, 2002. The meeting was called to order by the president, Michael Stevenson, at 7:34 p.m.

It was moved by Kermit Harden, seconded by Chris Scherer, and passed unanimously that the minutes of the meetings held on January 8 and February 12, and the special meeting held on February 18, be approved as mailed.

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

February 13, 2002 – General Fund, \$119,830.49; Trust Fund, \$1,490.49; Documents Center Fund, \$115.33; Publications Fund, \$91.51.

February 27, 2002 – General Fund, \$117,480.00; Trust Fund, \$830.82; Documents Fund, \$128.63; Publications Fund, \$358.55.

COMMITTEE REPORTS

Automation

Debra Booth attended the Lincoln Trail directors meeting.

The next computer migration will occur about November 2002. However, Lincoln Trail plans to bill member libraries for the migration in fiscal years 2004 and 2005.

The migration is necessary because EpixTech, which purchased Dynix, is no longer updating its present software but putting all efforts into its Horizon system. They would like all the Dynix customers to switch to Horizon. Lincoln Trail will put out requests for proposals this spring.

The City has already been notified to set aside money for the migration. The amount needed is not yet known.

Building and Grounds

Fred Schlipf took Charlie Smyth and Michael Stevenson on a tour of the building.

Education and Training

The Board discussed retaining memberships in the Illinois Library Association for each trustee. The individual memberships are expensive.

The Board decided that two memberships—those for Michael Stevenson and Kermit Harden—would be renewed, and that publications will be shared with the other board members.

Finance

It was moved by Kermit Harden, seconded by Charlie Smyth, and passed unanimously that the third quarter budget revisions be passed as mailed.

The Board discussed money withheld by the Library from Lincoln Trail since 1995 for promised but undelivered authority control on the computer catalog. The authority control has now been instituted and the Library staff feels that it is time to pay. The amount owed to Lincoln Trail \$6,100. It was moved by Charlie Smyth, seconded by Kermit Harden, and passed unanimously that this bill be paid.

The Board reviewed the Finance Committee's proposed budget for fiscal year 2002/2003. This budget included the half-time librarian position included in the 5-year plan. The finance committee also discussed the review of clerical salaries in the 5-year plan and decided to recommend that change be postponed until the 2003/2004 budget.

It was moved by Kermit Harden, seconded by Charlie Smyth, and passed unanimously that the budget developed by the Finance Committee be presented to the City.

The \$50,000 grant to the Library from Carle Clinic is for an endowment for children's programs. Only the interest will be available each year.

The county has increased its annual support of the Archives from \$9,800 to \$15,000.

Friends of The Urbana Free Library

The spring book sale will take place April 18-23. The Friends are discussing changing some of the advertising and pricing.

Lincoln Trail Libraries System

Copies of the Lincoln Trail Annual Profile for 2001 were distributed at the meeting.

Long Range Planning Committee

Laurie Goscha of Isaksen-Glerum has sent the reworked schematic design to the estimator.

If the schematic is ready, the Board was asked to attend the Foundation meeting on March 26, 2002 to approve the design.

Policy

The following policy issues are ones that will need to be addressed in coming months.

- Cell phones in the Library, which can be disruptive.
- The *Child Internet Protection Act*, and its implications for e-rate funding
- Replacement for the Library's space in the quarterly Urbana Park District *Leisure Guide*. The Library will not renew its contract for space in the guide because the Park District has limited the space available to the Library to two pages, and the Library pages will no longer be in color.
- Collection development policies.

TRUSTEE REPORTS

The Library has received an additional \$450,000 in Illinois First funds from Senator Weaver and Representatives Berns and Winkel. A news conference was held on March 11.

The Foundation is still working hard to raise the last \$100,000 to reach \$2 million. They are beginning to call on local businesses.

ADMINISTRATIVE REPORTS

Executive Director

Because Fred Schlipf was attending the PLA conference in Phoenix, Associate Director Debra Booth gave the report.

The Adult Department reference staff is hard at work weeding the collection. They will soon be giving one-hour computer instruction classes to the public.

The Circulation Department staff has begun to collect email addresses from patrons. It is now possible to send hold notices, as well as first and second overdue notices, by email. This saves the staff time in calling and money for postage. All final notices and bills will continue to be sent by US mail.

Adult Department

No report.

Children's Department

The *Read Across America* day at Lincoln Square was a resounding success. Over 500 families and 25 organizations participated.

Elaine Bearden, one the Library's children's librarians, is teaching a series of writing classes at Thomas Paine School, funded by a grant.

The Chinese Heritage Association is purchasing some books for the Library in China.

Special Collections

Carolyn Adams will be teaching the Archives's genealogy class on Thursday evenings this spring.

UNFINISHED BUSINESS

No report.

NEW BUSINESS

No report.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 9:06 p.m.

Phyllis Max Spiro, Recording Secretary