

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, MAY 13, 2003

Present: Mary Ellen Farrell, Kermit Harden, James Quisenberry, Beth Scheid, Chris Scherer, Charlie Smyth, and Jane Williams

Absent: Odell Warren

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

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on May 13, 2003. The meeting was called to order by the president, Kermit Harden, at 7:30 p.m.

It was moved by Charlie Smyth, seconded by James Quisenberry, and passed unanimously that the minutes of the meeting held on April 8, 2003, be approved as mailed.

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

April 9, 2003 – General Fund, \$31,629.70; Trust Fund, \$790.08; Documents Fund, \$50.00; Publications Fund, \$245.22.

April 23, 2003 – General Fund, \$19,294.37; Trust Fund, \$829.50; Publications Fund, \$106.86.

May 7, 2003 – General Fund, \$14,916.53; Trust Fund, \$5,139.06; Documents Fund, \$50.00; Publications Fund, \$38.71.

### ***COMMITTEE REPORTS***

#### ***Automation***

No report.

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

No report.

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

No report.

### ***Finance***

The Urbana Free Library's proposed budget for the 2003/2004 fiscal year was presented to the City Council along with the proposed budgets for City departments. The Council will review the budget at regular Council meetings beginning May 27.

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

The Friends of the Library spring book sale was very successful, bringing in just under \$9500. Only 12 boxes of books remained after the free giveaway the last day of the sale, and these will be recycled.

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

The Board reviewed a draft of their letter to the Lincoln Trail Libraries System Board of Trustees, expressing the Urbana Board's concern about the proposed non-competitive proposals for a new automation system.

### ***Long-Range Planning***

The new north ramp entrance to the library opened on Friday, May 9. Library patrons, Lincoln Trail delivery drivers, UPS, and Library staff are all relieved to have a ramp again. While the ramp was unavailable, the staff hauled many thousands of books up and down the front stairs in bags. Library Board members asked Fred Schlipf and Debra Booth to express their thanks to the architects and construction crew for finishing the ramp.

The Archives has been staffed in the evenings to create a second fire exit from the ground floor. The Library staff had hoped that with the opening of the new ramp this would no longer be necessary. However, contractors began work immediately on the south exit from the ground floor, and the Archives will probably need to function as an emergency exit throughout the rest of Phase I.

The contractors have removed the glass curtain walls from the 1975 addition and are pouring footings and basement walls. Steel is scheduled to be delivered on June 2 and should be erected soon thereafter.

There have been relatively few change orders. The two major ones were additions to the project: replacing the retaining wall on the northeast side of the Library and adding street lighting. Two underground fuel oil tanks were found and removed, but both were filled with sand and water and did not present EPA problems. Other change orders have been fairly trivial.

The staff and architects have been meeting to discuss carpet. The staff are concerned about durability and colors. Some colors that are currently popular strike the staff as muddy, and the attractive floral carpet originally suggested for the front rooms is a printed, cut pile carpet, too fragile for public library use.

When the new boiler is installed in early summer, the flue may block the very heavily traveled staff hallway between the Adult Department circulation desk and a group of key spaces, including the circulation office, book sorting room, and shelving where children's videos, books on tape, and magazine back issues are stored. The library staff will review options with the contractors.

### ***Policy***

No report.

***TRUSTEE REPORTS***

Kermit Harden reported that Heather Sinclair and Gerri Kirchner showed the Foundation Steering Committee several ideas for donor recognition plaques. The Committee preferred the option of engraving donor's names on dark marble. The Library Board would like to see samples at their next meeting.

***ADMINISTRATIVE REPORTS***

***Executive Director***

Keran Harrington and Rebecca Grosser have started their new duties as a part of the administrative support plan. The additional hourly Acquisitions staff members have not yet been hired.

The administrative staff will interview candidates for a half-time children's librarian position starting Friday, May 16. Kate McDowell's resignation was effective June 6, but she had to stop working in the building before then because construction dust brought on severe asthma.

***Adult Department***

No report.

***Children's Department***

No report.

***Special Collections***

The C & U Poster Advertising Company is weeding its files and has contacted the Archives about donating items to the Library.

***UNFINISHED BUSINESS***

None.

***NEW BUSINESS***

None.

***ADJOURNMENT***

Upon motion duly made and seconded, the meeting was adjourned at 8:11 p.m.

Becky Brown, Recording Secretary