

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JUNE 10, 2003

Present: Kermit Harden, James P. Quisenberry, Beth Scheid, Chris Scherer, Charlie Smyth, and Jane Williams

Absent: Mary Ellen Farrell and Odell Warren

Staff present: Debra Booth, Becky Brown, Jean Koch, Barbara Lintner, Fred Schlipf, and Heather Sinclair

Also present: Rupert Evans, Naziem Hardy, and Peggy Henderson

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on June 10, 2003. The meeting was called to order by the president, Kermit Harden, at 7:30 p.m.

It was moved by Chris Scherer, seconded by Charlie Smyth, and passed unanimously that the minutes of the meeting held on May 13, 2003, be approved as mailed.

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

May 21, 2003 – General Fund, \$27,458.30; Trust Fund, \$1,153.21; Publications Fund, \$193.78.

June 4, 2003 – General Fund, \$15,391.21; Trust Fund, \$2,348.18; Documents Fund, \$200.00; Publications Fund, \$155.47.

COMMITTEE REPORTS

Automation

No report.

Building and Grounds

No report.

Education and Training

No report.

Finance

Debra Booth reported to the Board that the Library more than met the City of Urbana's request that the Library underspend its 2002/2003 budget by 4 percent. The Library made a commitment to underspend its budget by \$89,000. Part of those savings came from two half time positions that were not filled when they were vacated, but have been left in the budget for the future.

In addition to underspending its budget by \$89,000, the Library was able absorb a number of construction-related costs. Since the \$89,000 savings makes it unnecessary to transfer these costs to the building project, there will be more money left in the end for fixtures, furniture and equipment.

The board reviewed the staff's proposed June budget adjustments. It was moved by Charlie Smyth, seconded by Chris Scherer, and passed unanimously that the budget adjustments be approved as presented.

Friends of The Urbana Free Library

No report.

Lincoln Trail Libraries System

There has been no response yet to the letter sent to Lincoln Trail Libraries System Board members by The Urbana Free Library Board.

Long-Range Planning

Heather Sinclair and Rupert Evans presented to the Board the Foundation's ideas for donor recognition in the new building. The Foundation recommends that donor names be etched on dark brown marble plaques. Donors of named spaces will in addition be recognized with 3-inch brass letters. It was the consensus of the Library Board that the proposed recognition plaques and lettering met the Library's needs and was compatible with the new building. Rupert Evans thanked Heather Sinclair and Gerri Kirchner for their extensive work on donor recognition.

Fred Schlipf reported that things are changing rapidly on the construction site. Most of the footings and foundation walls for the new wing have been poured, but work continues around the area of the new south entrance. Steel was delivered on May 30, and all the steel for the first stage was set by June 4. The first pre-cast flooring slabs are due to be delivered on Wednesday June 11. The web site continues to feature new construction pictures.

The Board reviewed the financial situation of the building project. Project contingency funds have been little used. There is no news from the governor's office concerning the Library's grant of \$450,000 in Illinois First funds. The second installment of \$112,500 in construction grant funds from the Illinois State Library is expected soon. The Foundation is about \$40,000 short of its goal of \$2,084,000. Total Foundation fundraising costs of about \$80,000 have been paid from interest on investments rather than from donations.

The staff presented new carpet and paint samples to the Board. These included totally new colors for the Children's Department, in response to the concern of both Board and staff that the colors originally proposed were too somber. The carpeting for the main floor front rooms will return to the architects' original concepts, but the cut-pile carpet in the main entry hall will be replaced by industrial loop carpet.

Policy

Illinois State law requires that public library collection development policies be reviewed every two years. The Urbana Free Library has traditionally distributed copies to Board members for each June's meeting. In their review of the Library's collection development policies, the Board noted that changes need to be made due to the discontinuation of the Documents Center.

The Board discussed the contradictions between the USA Patriot Act and current Illinois law pertaining to the confidentiality of public library records. Illinois law provides greater privacy protections for users, but it is superseded by the federal act. Many libraries have now posted signs indicating the implications of the USA Patriot Act for the privacy of registration, circulation, and computer use records, and the Board felt it would be good for Urbana to do so as well. They will review wording at the July board meeting,

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

No report.

Adult Department

Debra Booth reported that the Library's web page with the construction diary has been visited 853 times and has been listed by a major library blog directory as a unique photo blog showing construction pictures. Lynn Ward has taken all of the pictures and Mary Wilkes Towner maintains the library's web page. Fred Schlipf posts construction news narratives to the blog.

Children's Department

Barbara Lintner reported that a total of 488 children signed up for the Children's Department summer reading program during the first week. "Share a Story Day" at Market Place Mall got the program off to a good start, with 285 children signing up there. A special thanks goes to balloon expert Jill Quisenberry for filling the maximum number of balloons possible from a single helium tank.

Special Collections

Jean Koch reported that Chicago Title has given another 200 title abstracts to the Archives, bringing the total to over 5,000. Chicago Title says it is about 90 percent finished with transferring title abstracts, and the Archives staff is wondering where everything is going to fit.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 8:35 p.m.

Becky Brown, Recording Secretary