

# THE URBANA FREE LIBRARY BOARD OF TRUSTEES

## MINUTES OF A REGULAR MEETING HELD ON TUESDAY, JULY 8, 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: Becky Brown, Jean Koch, Barbara Lintner, Debra Lissak, and Fred Schlipf

Also present: Bill Golden

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on July 8, 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 Chris Scherer, and passed unanimously that the minutes of the meeting held on June 10, 2003, be approved as mailed.

Becky Brown reported to the Board that only one group of bills was presented for approval because new connections to the City's computer delayed the normal bill-paying process. The bills paid July 2, 2003, will be presented for Board approval at the next meeting, along with the other current bills.

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

June 18, 2003 – General Fund, \$62,129.78; Trust Fund, \$111.90; Publications Fund, \$28.12.

### ***COMMITTEE REPORTS***

#### ***Automation***

No report.

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

No report.

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

No report.

### ***Finance***

The board reviewed the proposed the regular June amendments to the FY 2003/2004 operating budget.

Debra Lissak reported that the City budgeted slightly more money to the Library than was first anticipated, and that she revised the budget to include this increase.

It was moved by Chris Scherer, seconded by Beth Scheid, and passed unanimously that the June budget adjustments be approved as presented.

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

The Friends of The Urbana Free Library have decided to hold one last book sale on the library's front porch during the Sweetcorn Festival on August 23 and then wait until the expansion is completed before holding the next one. The library will stop receiving donations of used books on August 1.

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

Kermit Harden was contacted about his recommendations to the Lincoln Trail Libraries System Board. A current member of the Lincoln Trail Board asked James P. Quisenberry if he was willing to be nominated to the Board. James responded affirmatively and also mentioned Charlie Smyth as a possibility.

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

In late July the contractors will install a new connection to the water main on the north side of Elm Street, necessitating closing the street for a few days.

The pre-cast flooring has been placed. Each piece was numbered with its position in the building and then lowered into the correct place by crane. A two-inch concrete topping will be poured on each floor. The stairs in the northwest corner will be installed soon, making tours possible without climbing ladders.

SBC has rerouted the Library's telephone wires and removed the old telephone pole and telephone box that stood where the new south entrance will be located. As soon as the area south of the building has been backfilled, it will be possible to drill the piston shaft for the new elevator and then begin footings for the south entrance.

One planning issue concerns how the conversion to the new furnace will take place. As originally planned, the process would leave the building without heat for five weeks, and the engineers were concerned about resulting excess humidity. A different approach will take only two or three days, but it will cost more. The City is reviewing the options.

Masons have started constructing the concrete block walls that will support the stonework, and the installation of limestone should begin in July or August. The ramp will be closed temporarily when stone is being installed above it.

A question was raised as to whether the old chimney will continue to be used and, if so, whether it has been water proofed.

### ***Policy***

The U.S. Supreme Court recently found the Children's Internet Protection Act (CIPA) to be constitutional. The act requires libraries that receive federal funds for access to the Internet to filter all workstations, both public and staff. Libraries are required to disable filters for users involved in legitimate research. The problem that libraries have encountered is that filters fail to intercept a great deal of erotic material, and they tend to block vast numbers of legitimate sites. All currently available filters are proprietary products, and none of the makers will reveal what is being filtered. At this time, the library receives no federal funds for Internet access. The staff will try to locate more information on available filtering software.

Fred Schlipf presented to the Board various possible wordings for a sign to inform patrons of the provisions of USA PATRIOT Act with regard to library records. The Board indicated it would prefer a sign with a general review of Urbana Free Library policies and practices on the security of patron records, as well as applicable state and federal law. Fred Schlipf will prepare a draft of such a notice for the next Board meeting. The Board would also like to have specific procedures in place for Library staff to follow if they are asked to reveal patrons' records.

### ***TRUSTEE REPORTS***

Kermit Harden reported that The Urbana Free Library Foundation received \$25,000 recently and is very close to reaching its goal.

### ***ADMINISTRATIVE REPORTS***

#### ***Executive Director***

Any Board members who would like a tour of the construction site should contact Fred Schlipf to set up a time.

Library circulation in June 2003 was only 5 percent less than in June of 2002, and reference use remains at prior levels. Patrons appear to be adapting to the parking difficulties and entrance challenges. Despite the many items in storage, the quality of the collection remains unchanged.

#### ***Adult Department***

As soon as items are checked in, staff members are now transferring them to public reshelving areas, where they remain until they can be returned to the regular shelves. Until now, newly returned books were sorted in a back room before being reshelved. The new arrangement gives patrons a chance to look over newly returned books almost immediately, and the reference staff saves time because they no longer need to dig around in a back room sorting area for items that have been returned but not yet shelved. The Library has been using this system with video cards for the past year.

On July 1, Adult Reference started using a PC reservation service for patrons using word processing workstations. The hope is to have the service in place for Internet users by July 15. Patrons using word processing will have an initial time limit of one hour. If no one else is waiting for a word processor, then these patrons will be allowed to continue, if they wish, until someone else makes a request. Internet users

will receive a half hour, and if no one else is waiting will be given another half hour, with a limit of one hour per day.

John Dunkelberger and Carol Inskeep attended ALA in Toronto. Due to the City's limits on out-of-state travel during the 2002/2003 fiscal year, John and Carol paid their own way.

The Adult Department has three practicum students this summer.

### ***Children's Department***

The Children's Department has handed out 752 summer reading program logs and is starting to get some back. The Department is getting help this summer with four practicum students. The *News-Gazette* has published some great pictures of the Library's programs, one of Rachel Vellenga handing out Library balloons at King Park and another of the Bike Decorating program. The Urbana Free Library web site has photos of the various "On Location" programs so far.

### ***Special Collections***

Jean Koch had just returned from a ten day vacation. She brought greetings from Phyllis Spiro in New York.

### ***UNFINISHED BUSINESS***

None.

### ***NEW BUSINESS***

None.

### ***ADJOURNMENT***

Upon motion duly made and seconded, the meeting was adjourned at 8:51 p.m.

Becky Brown, Recording Secretary