

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, SEPTEMBER 9, 2003

Present: Mary Ellen Farrell, James P. Quisenberry, Chris Scherer, and Charlie Smyth
Absent: Kermit Harden and Beth Scheid
Staff present: Becky Brown, Jean Koch, Barbara Lintner, Debra Lissak, 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 September 9, 2003. The meeting was called to order by the secretary/treasurer, Chris Scherer, at 7:30 p.m.

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

It was moved by Charlie Smyth, seconded by James P. Quisenberry, and passed unanimously that the following bills be approved retrospectively for payment:

July 2, 2003 – General Fund, \$27,850.26; Trust Fund, \$1,057.81; Documents Fund, 50.00; Publications Fund, \$352.66.

July 16, 2003 – General Fund, \$39,208.13; Trust Fund, \$366.81; Publications Fund, \$159.70.

July 30, 2003 – General Fund, \$22,945.61; Trust Fund, \$404.24; Publications Fund, \$52.42.

August 13, 2003 – General Fund, \$14,212.52; Trust Fund, \$316.01; Publications Fund, \$157.91.

August 27, 2003 – General Fund, \$23,131.36; Trust Fund, \$313.17; Publications Fund, \$320.79.

COMMITTEE REPORTS

Automation

Although there has been no official word, it seems apparent that Lincoln Trail plans to migrate from Dynix to Horizon. System staff members have talked with staff members of other library systems in the same situation. The cost to migrate to a system other than Horizon would apparently be at least twice as much as the cost to migrate to Horizon.

Members of the Urbana Board felt that The Urbana Free Library should continue to press Lincoln Trail for access to information on integrated library system functionality, which has been denied in the past. Horizon is client-server based, so there should inherently be more control for member libraries, but that will depend on Lincoln Trail Libraries System.

The Board briefly discussed alternatives to being a part of the Lincoln Trail automated libraries group. The advantages of being independent would be offset by problems in providing access to our collection by patrons of other libraries, and by losing the advantages of a joint bibliographic database. (In the past, the Illinois State Library has discouraged standalone operations and encouraged libraries to join consortiums operated by their local systems. These are popularly known as LLSAPs, or Local Library System Automation Projects.)

Fred Schlipf is on the slate of candidates for the LINC policy council.

Building and Grounds

No report.

Education and Training

No report.

Finance

Board members discussed beginning work on a new five-year financial plan for the Library. As part of their work on library expansion, Isaksen-Glerum will provide a list of the projected life spans of various building components, so that replacement costs can be scheduled and included in the library's long-range financial plans. The board will meet as a committee of the whole at the November meeting to review the previous five-year plan, determine which areas still needed to be addressed, and discuss new issues that need to be included in a new plan.

Friends of The Urbana Free Library

The Friends of the Library had a very successful book sale during the Sweet Corn Festival, bringing in \$3331.24. The Friends left the unsold books on the front porch for a couple of days for free pickup by library users, who took most of them.

Lincoln Trail Libraries System

James P. Quisenberry has been appointed to the Lincoln Trail Libraries System Board of Trustees to fill a vacant position. He reported on the last meeting of the Lincoln Trail Board.

In response to budget cuts, Lincoln Trail is reviewing the delivery schedule. It is considering reducing the frequency of deliveries to libraries that send and receive little material, and perhaps providing twice-a-day deliveries to Urbana and Champaign. About 60 percent of all Lincoln Trail deliveries are between Urbana and Champaign

The Urbana Board felt that implementing the local holds option on current best sellers would reduce the burden of deliveries by avoiding churning jointly held current titles between member libraries.

Lincoln Trail is reviewing the time interlibrary loan items sit on reserve shelves at various libraries and whether this time should be counted as part of the loan period.

A number of Illinois systems have been consolidated to save money, but Lincoln Trail feels that recent mergers appear not to have led to any real savings.

Lincoln Trail is offering an annual subscription price for continuing education courses and workshops. Libraries will have the option of paying a flat yearly fee to cover all courses and workshops their employees attend or paying for each course and workshop as employees attend. The Urbana Free Library is leaning towards the pay-as-you-go approach.

Long-Range Planning

No report.

Policy

Board packets included possible wording for signs to inform patrons of the law and Urbana Free Library practices concerning the confidentiality of library records, including the provisions of the USA PATRIOT Act. In response to Board desires, this wording was as non-inflammatory as possible. The Board suggested that flyers giving the names and addresses of the appropriate legislators be made available for people who have questions or comments about the USA PATRIOT Act. It was moved by Charlie Smyth, seconded by Mel Farrell, and passed unanimously that the wording be approved as mailed.

Board packets also included proposed revisions to the library policy on the disposition of articles of low value (*Urbana Free Library Policy Manual* Section VII-P: Disposal of Library Property). City Comptroller Ron Eldridge had suggested that the library's policies be clarified in this area. The proposed revision to the policy left open whether the Board or staff should make a determination of value. Beth Scheid, who could not attend the meeting, sent an e-mail suggesting that the administrative staff rather than the Board should make the determination as to how to dispose of low value items. It was moved by Mel Farrell, seconded by James P. Quisenberry, and passed unanimously that the revised policy be adopted, including the provision that the administrative staff make necessary decisions.

TRUSTEE REPORTS

Now that the funds for construction have been raised, the Foundation is beginning to review other desirable expenditures to be made when more money is available. High on their list is to fix up the Tepper Building, move the functions now in the Winkelmann building to the Tepper Building, and tear down the Winkelmann Building. Although the Winkelmann building is the better of the two, it will block the new front view of the Library. If the mortgage on the Tepper Building is paid off and the Winkelmann Building removed, additional public parking can be created on both sites.

ADMINISTRATIVE REPORTS

Executive Director

Fred Schlipf reported on the status of construction work. The concrete block walls are mostly finished, and workmen are installing the various mechanical systems, including HVAC, electrical, plumbing, fire suppression, etc. There is some concern about whether the finish on the limestone blocks fully meets specifications. Since the stone arrived six weeks late, there is also concern about whether it can be completely installed before winter.

Fred offered to take anyone through who wants to see the construction in progress on a tour of the construction site.

The University of Illinois has a program that gives a free course to each library staff member who supervises a practicum student. The Urbana Free Library was the first library to participate in this program, and it has supervised a very large number of students over the last 25 or more years. Few staff members, however, are able to take advantage of the arrangement for free courses. Fred would like to propose to the Library School that a Children's Library Services GA position be created at The Urbana Free Library using these unused credits. It was the consensus of the Board that this was a good idea.

Debra Booth has been working on a new spreadsheet-based format for reporting library statistics. The format would in turn lend itself to automatic compilation of annual statistics for reports to the Illinois State Library, and to easier retrieval of specific data requested by the Library Board or City Council. She is close to having the spreadsheet finished and will present the new format to the Board at the next meeting. The spreadsheets include many pages of details, and the administrative staff would like to know how much of this detail the board would like to see monthly.

Adult Department

One constant problem at the Adult Department reference desk is handling reservations for use of the library's public computer workstations. As a result, the library has now installed a computer-based reservation system.

The Library staff had assumed that Internet use was by a small number of people who made heavy use of the workstations, but almost 1,500 users have registered since mid-July. (These are regular users, because people who are just here for a day or are visiting Urbana are issued visitor passes.)

People who are 55 years and older are registered as seniors, which gives them access to an Assistive Technology workstation with the larger monitor.

One station is set up as an express station that gives 10-minute access. This has been a popular station, because some people don't need the regular half hour, but just want to check their e-mail and leave quickly.

Children's Department

Barbara Lintner reported that the Children's Department "On Location" programs have been so successful that the department has scheduled three more, including visits to the Spurlock Museum, Orchard Downs, and the Krannert Art Museum.

The Children's Department doesn't have final statistics for the summer reading program yet. Because of construction, the department is giving the children an extra month to turn in their completed reading lists.

Special Collections

Jean Koch reported that in July people from 30 different states visited the Archives.

August, on the other hand, was a terrible month for the Archives. It started with the heat wave and the air conditioning failure and ended with a downpour that flooded the Archives with a river of muddy water through its window, apparently the result of the alley being recontoured during construction. Fortunately, Leo Quinlan, the construction site supervisor, was able to organize a crew to immediately create a sandbag dam around the window well where the water was coming in, and to recontour the alley again. Jean Koch and Howard Grueneberg worked for several hours to wet vacuum the carpet. Fans and

dehumidifiers previously used during the auditorium flood were moved to the Archives. The carpet dried out successfully.

The Archives has received almost \$1,300 in memorials to John Mehaffey, Waneta Mehaffey's husband.

In July, the Archives received the contents of a time capsule from the cornerstone of the old Thornburn School. Among the contents were pristine commencement exercise programs from 1883 through 1896.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 9:20 p.m.

Becky Brown, Recording Secretary