

THE URBANA FREE LIBRARY BOARD OF TRUSTEES

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, OCTOBER 14, 2003

Present: Mary Ellen Farrell, April Getchius, Kermit Harden, Kate McDowell, James P. Quisenberry, Beth Scheid, and Chris Scherer

Absent: Charlie Smyth

Staff present: Becky Brown, Jean Koch, Barbara Lintner, Debra Lissak, and Fred Schlipf

Also present: Peggy Henderson

The Urbana Free Library Board of Trustees met at a regular meeting held in the Archives of The Urbana Free Library on October 14, 2003. The meeting was called to order by the vice president Mel Farrell at 7:30 p.m.

Mel Ferrell introduced two new Board members, April Getchius and Kate McDowell.

It was moved by James P. Quisenberry, seconded by Beth Scheid, and passed unanimously that the minutes of the meeting held on September 9, 2003, be approved as mailed.

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

September 10, 2003 – General Fund, \$17,726.83; Trust Fund, \$135.91; Publications Fund, \$186.17.

September 25, 2003 – General Fund, \$40,679.08; Trust Fund, \$368.60; Publications Fund, \$162.31.

October 8, 2003 – General Fund, \$22,077.02; Trust Fund, \$1,209.32; Publications Fund, \$402.10.

COMMITTEE REPORTS

Automation

Fred Schlipf has been elected to the LINC Policy Council. The council meets frequently to review items associated with the Lincoln Trail multi-library automation system.

The Lincoln Trail Libraries System is nearly ready to contract with Dynix for the conversion from the Dynix automation system to Horizon. The cost to Lincoln Trail will be about \$300,000, which is significantly less than the cost of converting to any other automation system. Because Lincoln Trail has about \$450,000 in its automation fund, it can pay the entire cost of conversion with system funds.

Member libraries, however, will probably need to upgrade all workstations to Pentium 3s. Because Urbana's circulation workstations are currently Pentium 2s, the library may need to purchase a number of additional computers this year. The projected migration date is March, with a downtime of about four or five days. The backup system used with Library's the Dynix system will also work with Horizon.

Building and Grounds

The Library Board, the Foundation Board, and the City Council took a tour of the Library construction site before the Board meeting.

The Library's chimney was struck by lightning on Friday evening, September 26. The chimney was badly damaged, a number of electronic components of the phone system were destroyed, and four network cards in computers were ruined.

Education and Training

The annual Illinois Library Association conference will take place on October 15 through 17, with special sessions for trustees on October 18.

Finance

No report.

Friends of The Urbana Free Library

The Friends of the Library are having a plant sale on October 18 to clear out plants that will be destroyed as construction continues. The plan is to have interested people bring their own shovels and containers and dig up the plants they want to take home. The Friends will be asking for a small donation

Lincoln Trail Libraries System

James P. Quisenberry and Lincoln Trail staff visited the Moyer Public Library in Gibson City, where they made a presentation on the U.S. Patriot Act and the Children's Internet Protection Act.

Currently two major system mergers are taking place in northern Illinois. The Northern Illinois Library System, Heritage Trail Library System, and River Bend Library System are merging, as are the Suburban Library System and the Chicago Library System. There has been no indicating that the state plans to merge the Lincoln Trail Library System and the Rolling Prairie Library System.

James reported that he and Jan Ison had discussed the local holds only issue. Lincoln Trail has configured the Dynix system in such a fashion that holds cannot be limited to cardholders from the library owning the item, which means that holds are essentially identical to interlibrary loan requests. Jan pointed out that if a patron places a hold at a particular library, that hold takes priority on that particular library's copy of the book over holds placed elsewhere in the system. James pointed out that does not solve the problems of having new books moving needlessly through the system. Jan's response was new books make up only 3.8 percent of the volume of books in transit. James asked Jan to find out what percentage new books make of the total collections of member libraries, to help judge the significance of the percentage.

The Urbana Free Library has consistently refused to lend extremely popular new materials on interlibrary loan until they have been idle on the shelf for at least two weeks and high-level local demand appears to

have been met, but Lincoln Trail has insisted that these items be listed as available for interlibrary loan. This has been a source of strong disagreement between the library and the system for many years.

Debra Lissak and Kathy Wicks have been working on a different hold problem. There are unexplained times when patrons' holds are not filled. Kathy has been setting up test scenarios to see if she can figure out where the glitches occur in the system. So far, Debra and Kathy have been unable to pinpoint the problem.

Long-Range Planning

The Board will begin work on a new five-year financial plan at the November Board meeting. Because of city budget constraints, the Board did not seek the additional half-time reference librarian position scheduled for 2003/04 in the existing five-year plan.

The Board asked to be sent copies of the existing 2001/06 five-year financial plan, plus a list of possible financial planning issues, prior to the next meeting.

The Board reviewed preliminary plans for the estimated five-week closing in March, when staff members will move the entire contents of the current building to the new addition. Materials checked out shortly before the move will be due after the move, to discourage return of materials while the staff is at work relocating the collection. The circulation desk will need to be heavily staffed the first few days after the Library reopens to handle the volume of materials returned. The administrative staff expects the move to take about five weeks. The floor of the new addition will be left uncarpeted to prevent temporary shelving and desks from marring new carpet. TSI has agreed to store the carpet for Phase I for a year and install everything in 2005 at no additional charge.

Policy

No report.

TRUSTEE REPORTS

No report.

ADMINISTRATIVE REPORTS

Executive Director

Once again, The Urbana Free Library was ranked in the top 1 percent of public libraries in rankings published in *American Libraries*, the journal of the American Library Association. The ranking reflects many of the Library's strengths, including high circulation, high output per dollar, a strong collection, and good financial support from the City. Because use is lower during construction, the administrative staff does not expect the Library to maintain its high ranking until work is completed in the spring of 2005.

Barbara Lintner, Fred Schlipf, Mary Towner, Lynn Ward, and Kathy Wicks will attend the Illinois Library Association conference in Springfield this month.

Debra Lissak distributed copies of the July, August, and September statistics in the new format. The July statistics included full data, while the August and September statistics included only summary data.

Board members indicated they would like to receive summary data on a monthly basis and full data at the end of the fiscal year.

Adult Department

No report.

Children's Department

Barbara Lintner reported that the Children's Department staff will be doing book talks in 4th and 5th grade classes of all of the Urbana grade schools. This keeps children aware of Library services, and it gives them familiar faces to recognize when they come in the Library.

The Children's Department has seen a large increase in hold statistics because they have heavily publicized the fact that teachers can now email or fax hold requests to the library.

Special Collections

Don Owen, who did an internship in the Archives for his Master's degree, was awarded a Federal grant of over \$700,000 for teaching American history. The grant will span a three-year period. The Urbana Free Library Archives, the Champaign County Historical Museum, and the Early American Museum are partners in the grant, with the Library being most active in the 3rd year of the grant because of construction. During the summer of 2006, the Library will host a five-day workshop that will focus on using newspapers as a primary source for creating lesson plans. Archives staff will not teach the workshop, but they will be available to help attendees use the Archives' resources.

UNFINISHED BUSINESS

None.

NEW BUSINESS

James P. Quisenberry mentioned that someone had told him that the Library's curbside drop boxes had been very full sometime over the weekend. This person thinks that some items returned in the drop boxes may have been stolen from the drop on a Sunday evening. The Library staff will find a way to empty the drops more frequently to prevent theft of materials.

ADJOURNMENT

Upon motion duly made and seconded, the meeting was adjourned at 9:03 p.m.

Becky Brown, Recording Secretary