

# THE URBANA FREE LIBRARY FOUNDATION

## MINUTES OF A JOINT MEETING OF THE URBANA FREE LIBRARY BOARD AND THE URBANA FREE LIBRARY FOUNDATION HELD ON TUESDAY, JULY 13, 2004

Library Board Present: Mary Ellen Farrell, April Getchius, Kermit Harden, Kevin Maxson, Kate McDowell, Beth Scheid, Chris Scherer, and Charlie Smyth

Absent: James P. Quisenberry

Foundation Board Present: Carolyn Casady-Trimble, Karen Clark, Elizabeth Czys, Rupert Evans, Kermit Harden, Harold Jensen, Margot Jerrard, Jolene McGrogan, Cameron Satterthwaite, Susan Stone, and Shirley Traugott

Absent: Peg Frampton, Joan Hood, and Tod Satterthwaite

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

Also present: Peggy Henderson, Beverly Kingery, and Gerri Kirchner

The Urbana Free Library Foundation Board and the Board of Trustees met at a joint meeting held in the Archives of The Urbana Free Library on July 13, 2004. The meeting was called to order by Kermit Harden at 7:33 p.m.

The Board of Trustees honored Beverly Kingery, who retired in June, for her many years of service to The Urbana Free Library.

The Boards discussed the final wording of the *Master Plan*. Primary changes involved substituting the word “property” for “building” in the numbered points in the “Implementation Strategies” section, since the Library is primarily concerned with land rather than with buildings. Jean Koch pointed out that a plate mounted on the Fejes house indicates the house was built in 1872 rather than 1875.

It was moved by Charlie Smyth, seconded by April Getchius, and passed unanimously that the Board of Trustees of The Urbana Free Library approve the *Master Plan* as modified.

It was moved by Susan Stone, seconded by Harold Jenson, and passed unanimously that Urbana Free Library Foundation approve the *Master Plan* as modified.

It was moved by Chris Scherer, seconded by Beth Scheid, and passed unanimously that the Board of Trustees of The Urbana Free Library approve the *Second Cooperative Agreement* as presented at the joint meeting June 22, 2004 with the changes to the *Master Plan* incorporated.

It was moved by Cameron Satterthwaite, seconded by Margot Jerrard, and passed unanimously that the Urbana Free Library Foundation approve the *Second Cooperative Agreement* as presented at the joint meeting June 22, 2004 with the changes to the *Master Plan* incorporated.

Fred Schlipf reviewed a number of construction issues with the two Boards.

- The original plan for the old building was to leave the second floor ceiling unaltered, with the waffle slab exposed, but with the addition of various types of pipes the ceiling may no longer be acceptable. Fred Schlipf asked whether the Boards would want to consider asking the additional cost of adding a suspended ceiling to conceal the pipes and improve acoustics. Gerri Kirchner commented that several of the donors expressed concern over the look of the waffle ceiling. It was moved by April Getchius, seconded by Kate McDowell, and passed unanimously that the library ask for an RFP for adding a suspended ceiling.
- The roof of the 1972-75 addition has been discovered to act as a huge reservoir, with substantial amounts of water trapped in the insulation layer between the roof membrane and the concrete slab. It appears that the only option is to strip the roof down to the concrete and start over. The City feels that the roofing company has some culpability in not catching this problem earlier in the process. The new roof comes with a 20-year warranty, but the manufacturer will not provide the warranty until the roof is done correctly.
- Library staff members need some initial decisions on retention of existing furniture before they can bring a complete furniture plan to the Boards. It was the consensus of the Boards that the two existing styles of tables and chairs (Buckstaff and Design Group) can be retained after refinishing. It was also their consensus that the two existing upholstery fabrics can both be retained; this will mean a third color on new chairs. Shirley Traugott, April Getchius, and Charlie Smyth will serve as a committee to review furniture decisions as they arise.

The Foundation Board left at 8:40, concluding the joint meeting

It was moved by Beth Scheid, seconded by Kate McDowell, and passed unanimously that the minutes of the meeting held on June 8, 2004, be approved as mailed.

It was moved by April Getchius, seconded by Chris Scherer, and passed unanimously that the minutes of the joint meeting held on June 22, 2004, be approved as mailed.

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

June 16, 2004 – General Fund, \$43,779.14; Trust Fund, \$117.09; Publications Fund, \$42.27.

June 30, 2004 – General Fund, \$41,808.86; Trust Fund, \$472.85; Publications Fund, \$207.89.

## **COMMITTEE REPORTS**

### ***Automation***

The Urbana Free Library staff compiled a list of Horizon problems for the Lincoln Trail staff. Lincoln Trail has also asked member libraries to carry out response time tests.

Horizon malfunctions continue to create extremely serious public relations problems for the library.

A Horizon upgrade on Thursday may eliminate some of the malfunctions.

***Building and Grounds***

Fred Schlipf reported that construction remains on schedule, with the major current issues involving the roof and second floor ceiling of the 1972-75 addition.

The Winkelmann building is scheduled to be demolished within a week or two. One delay was due to the discovery of additional asbestos during asbestos removal.

***Education and Training***

No report.

***Finance***

No report.

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

No report.

***Lincoln Trail Libraries System***

Kermit Harden reported for James P. Quisenberry that James has been nominated Vice-President of the Lincoln Trail Libraries System Board of Trustees.

***Long-Range Planning***

No report.

***Policy***

No report.

***TRUSTEE REPORTS***

No report.

***ADMINISTRATIVE REPORTS***

***Executive Director***

No report.

***Adult Department***

No report.

***Children's Department***

No report.

***Special Collections***

The Tepper Building has had a number of minor plumbing problems, but everything is working well and the three humidifiers in the basement are now keeping the items stored there dry. No Archives documents or books are stored in the basement.

The Archives staff devoted a day to inventorying everything moved to the new compact shelving units in the Tepper Building.

***UNFINISHED BUSINESS***

Debra Lissak raised some additional issues on furnishings for the expanded library. It was the consensus of the Board that:

- The selection areas for entertainment videos and educational videos could be located on two different floors.
- The furnishings in the two front reading rooms should match and reflect the special character of the rooms.

The Board also discussed:

- The ergonomics and wire management needs of computer workstations.
- Determining exact shelving needs, since the pieces removed from the Winkelmann building need to be inventoried.
- Purchasing end panels.

***NEW BUSINESS***

Kevin Maxson expressed concern that published agendas do not always include all topics discussed in meetings.

He also suggested the possibility of broadcasting Board meetings to make them more accessible, since this process may be easier after the building is completed. It was the consensus of the Board that this issue should be revisited at a future meeting.

Becky Brown, Recording Secretary